

Table 9–1
Table of daily supplemental living allowance for international military students (IMS) attending training under the IMET program—Continued

	Officers/Civilians	Enlisted
On Leave Notes (2)(3)(9)	Various	Various

Notes:

¹ When IMET pays TLS, travel allowance rate is authorized to include the day of departure from home country to the day of arrival at, and day of departure from, each training installation, and the day of arrival at home country. Rates on travel status, including unscheduled delays, are based on rates equal to those in the JTR for US personnel. The SAO is authorized to advance a minimum supplemental living allowance of \$250 to each IMS prior to departure.

² This rate is authorized only for accompanied IMS with dependents encouraged by the DOD who attend the following courses designated by the MILDEPS: ARMY WAR COLLEGE, ARMY COMMAND AND GENERAL STAFF COLLEGE, AND NATIONAL DEFENSE UNIVERSITY; AIR WAR COLLEGE, AIR FORCE COMMAND AND STAFF COLLEGE, SQUADRON OFFICER SCHOOL, AND GRADUATE PROGRAMS AT THE AIR FORCE INSTITUTE OF TECHNOLOGY; NAVAL COMMAND, NAVAL STAFF COLLEGE, AND NAVAL POSTGRADUATE SCHOOL; USMC COMMAND AND STAFF COLLEGE, USMC AMPHIBIOUS WARFARE SCHOOL, AND ARMED FORCES STAFF COLLEGE; AND ARMY COMMAND AND STAFF COLLEGE AT THE U. S. ARMY SCHOOL OF THE AMERICAS. This rate is also authorized for prerequisite courses, follow-on courses, and authorized leave periods. Foreign enlisted student are not authorized accompanied dependents except for those attending the US ARMY SERGEANTS MAJOR ACADEMY .

³ Increased living allowances are only authorized when approval by DSCA has been obtained and Item 15 of the ITO has been annotated with that approval. To obtain DSCA approval, a front channel message request from the country must provide the following information: CONFIRMATION THAT STUDENT WILL BE ACCOMPANIED BY AT LEAST HIS/HER SPOUSE AND LIVING OFF-POST, AND THE AMOUNT OF FINANCIAL SUPPORT STUDENT WILL RECEIVE FROM HOST COUNTRY. Also, if necessary, the SAO must identify training lines within current program to be unfunded to absorb the increased living allowance. The following increases are authorized:

(A) Accompanied students (Dependents must reside with IMS for duration of training to qualify) Living off post/base at ARMY COMMAND AND GENERAL STAFF COLLEGE, AIR WAR COLLEGE, AIR COMMAND AND STAFF COLLEGE, USMC COMMAND AND STAFF COLLEGE, USMC AMPHIBIOUS WARFARE SCHOOL: \$90 a day.

(B) Accompanied student (Dependents must reside with IMS for duration of training to qualify) Attending the ARMY WAR COLLEGE AND ARMED FORCES STAFF COLLEGE: \$100 a day.

(C) Accompanied students (Dependents must reside with IMS for duration of training to qualify) Living off post/base at the NATIONAL DEFENSE UNIVERSITY, NAVY COMMAND COLLEGE, AND NAVAL STAFF COLLEGE: \$120 A DAY. Students are not authorized the above rates while at DLIELC. Prerequisite courses not located in the above listed schools, follow-on course, or duration authorized leave periods upon completion of training.

⁴ Accompanied students living off post/base attending courses where dependents are authorized may draw a living allowance advance upon arrival in CONUS of an amount up to but not to exceed 10 percent of their total living allowance authorized at a particular location. The student living allowance drawn during the period of training will be adjusted to ensure that the amount of the advance is fully recovered before the student completes training at the location.

⁵ A nonavailability of Government quarters statement is required to receive these allowance rates.

⁶ The Government or Government contracted quarters rate will only be paid if Government quarters or Government contracted quarters are used.

⁷ Quarters available means that USG quarters were either furnished or made available. Mess available means three meals per day were available in a USG mess, whether or not actually consumed. USG mess excludes open mess and is not considered available to IMS officers except where separate messing facilities are available for officers or international students. IMS not authorized a USG living allowance will pay for their meals. Meals taken in other food service facilities will be paid for by the IMS at the menu rates. In overseas areas, including Hawaii, where USG quarters and mess are not available, the rates authorized are equal to those authorized for US personnel in the JTR. It is recommended if the IMS from another country is attending a regional mobile education course, the IMS be paid the hosting countries recommended cost of lodging and meals, not to exceed the JTR.

⁸ When and IMS is authorized the accompanied or with dependents rate and is subsequently hospitalized, the accompanied rates shall apply during the period of hospitalization, rather than the reduced rate specified herein.

⁹ Living allowance for leave periods following termination of training is not authorized. Leave with living allowance may be granted during periods of class breaks, authorized holidays, between consecutive courses, and delays at a port while awaiting transportation at the rate that is appropriate to the training status.

¹⁰ Cost to be paid by a Class A agent/cashier escort officer.

¹¹ Guest instructors assigned to USARSA, IAAFFA OR NAVSCIATTS will be paid a living allowance based upon the installations Government quarters or Government contracted quarters rates by gate and a standard subsistence allowance regardless of rank. Guest instructors' allowances are paid out of the military services operations and maintenance account instead of the IMET account.

¹² In addition to the \$11 a day the enlisted IMS will receive directly, the IA will program additional funds for reimbursement for meals and billeting fees. The cost of quarters and meals for enlisted IMS will be billed to the IMET program rather than paid by the IMS. The programming figure will vary depending on type of Government quarters available.

¹³ When IMS is scheduled to attend training for 2 weeks or less, the SAO is authorized to purchase roundtrip transportation and to pay IMS total living allowance entitlements at the time of departure.

¹⁴ If the duration of training at the last training installation is 2 weeks or less, and or the gaining training installation has no means of paying the IMS, the IMSO at the losing installation will arrange for advance payment of living and travel allowance for that period of time to the day of arrival at the next follow-on training installation or country. Except for periods of leave, the IMS's ITO will be endorsed to identify the period of time for which advanced living and travel allowances were made.

Chapter 10

International Military Student Administration

Section I

General

10–1. Scope

This chapter outlines procedures for administering IMSs under the SATP while under the control of MILDEPs. Unless

otherwise indicated herein, IMS administration policies and procedures apply to both IMET and FMS IMSs participating in SA training.

10-2. Responsibilities to IMS

In fulfilling the responsibility of the United States to IMSs undergoing training, it is expected that all personnel will afford IMSs traditional American courtesies. Responsibilities to IMSs include not only the obligation to teach a particular skill, but also the fostering of friendly relations with the countries IMSs represent by a genuine display of hospitality, interest in their welfare, and personal assistance. Beyond this, a basic rule requires that the IMSs be treated, so far as possible, like their U.S. counterparts.

10-3. Unauthorized commitments

All U.S. personnel, except MILDEP representatives, engaged in the administration and training of IMSs will not make any training commitments to individual IMSs or foreign country representatives. Further, no agreements will be entered into with regard to curricula, types of training, or length of stay of IMSs in the United States. Doubtful situations will be referred to the appropriate MILDEP for resolution.

10-4. Biographical data

a. Unless otherwise specified in MILDEP sections, the SAO will furnish biographical data for each officer IMS not later than 10 days before his or her reporting date. Information will be provided on DD Form 2339 (International Military Student Information). See figure 10-1.

b. Distribution will be as follows—

- (1) Each installation where the officer will receive training—one copy.
- (2) Additional distribution as required by MILDEP.

c. Biographic data need not be retained at any training installation after the IMS's departure.

10-5. Briefing and orientation for IMSOs

SAOs will ensure that IMSs are thoroughly briefed before departing from their home country. When it is impossible to brief the IMS orally, the SAO will develop a written pre-departure briefing package for delivery to the IMS. Also, the IMS will be thoroughly briefed by the IMS upon arrival at each training installation. The importance of these briefings cannot be overemphasized. Much embarrassment can be prevented if they are intelligently and diligently carried out for every IMS. (See sec VI.)

a. The information in section VI will be used for conducting in-country pre-departure briefings of IMSs. It will be supplemented to cover unique subjects or situations to ensure that each IMS is aware of what may be expected and to whom the IMS is to turn for assistance. Where circumstances permit, in-country briefing will be reproduced in the native language and given to the IMS for retention and ready reference. Most U.S. embassies have, or can obtain, information about the United States for distribution to IMSs in their own language. Slides and movies may also be shown in this connection.

b. Commanders of training installations will provide for the necessary orientation of IMSs upon arrival. The appropriate points stressed for reception at the POE (para 10-6a) will also apply to training installations. As a minimum, the points covered in section VI should be emphasized.

c. SAOs should debrief IMSs upon their return to the home country to determine their impressions of the United States, the quality of training received, and suggestions for improvements that should be made for subsequent IMSs. Noteworthy data will be forwarded to the appropriate MILDEP, with an information copy to the unified command.

10-6. Arrival and departure arrangements

a. Commanders will coordinate IMS arrivals and departures within their area of responsibility. Generally, IMSs will be met at POEs and training installations. In these instances, personnel assigned to meet IMSs must be acquainted with the DOD IP (chap 11). They must also be prepared to take advantage of opportunities to contribute to the DOD IP objectives while the IMSs are their responsibility. The following points should be stressed:

- (1) An atmosphere of welcome, courtesy, efficiency, patience, and consideration is essential.
- (2) Care and formality will be used in dealing with IMSs, who are often sensitive in matters of propriety and rank.

Whenever possible, personnel of equal grade should greet new arrivals, particularly general and flag ranks. Applicable protocol procedures will be followed.

- (3) Expedited assistance will be furnished IMSs through customs and currency exchange.
- (4) Information and instructions will be given in easily understood English, avoiding the use of slang or idioms.
- (5) Prior arrangements should be made to meet religious or national dietary requirements (for example, list of local restaurants including type and price of food served).
- (6) General information should be available on items of local interest such as special events, bus schedules, taxi rates, hotels, and local community organizations established to assist IMSs.
- (7) Assistance to dependents should be provided when necessary.

b. The POE will provide the following information to the receiving installation sufficiently in advance to ensure proper reception of the IMSs:

- (1) Estimated time of arrival (ETA).
- (2) Mode of travel.
- (3) Flight number.
- (4) Number of dependents accompanying the IMS.
- (5) Other pertinent travel information.

c. Commanders of training installations are responsible for the following arrival and departure arrangements:

(1) Report IMSs failing to arrive as scheduled. This report will be sent to the MILDEP and, if appropriate, to the losing activity, with an information copy to the appropriate SAO within 48 hours after scheduled arrival.

(2) Request port calls for IMSs returning to their home country according to MILDEP regulations.

(3) Inform the appropriate gaining activity of the departure and itinerary of all IMSs. This notification will include information about the IMS in (a) through (e) below. If the gaining activity is not identified on the ITO, the sponsoring MILDEP must be contacted for this information.

- (a) Name, grade, country, and service.
- (b) Date and hour of departure and scheduled arrival.
- (c) Name of carrier.
- (d) Flight or train number.
- (e) Information that the IMS is traveling by POV.

(4) Ensure that each departing IMS has the original ITO with all amendments and, if applicable, a copy of the last pay voucher.

Section II

Role of International Military Student Officer and the Country Liaison Officer in Administration

10-7. International Military Student Officer (IMSO)

Each installation commander will appoint a U.S. military or civilian IMSO during any period the installation is engaged in training IMSs.

a. *Selection.* It is extremely important that IMSs are received and treated with the proper consideration. Therefore, the commander must exercise care in selecting the IMSO. The IMSO must be tactful and mature, possess a pleasant personality, and have the ability to associate with and understand IMSs. The name, office, and telephone number of IMSO will be reported to the MILDEP. Changes will be furnished as they occur. Appointment of an oversea IMSO is at the discretion of the oversea command.

b. *Functions.* In addition to the overall administration of IMSs, the IMSO will—

(1) *Send information packets to the SAO.* Upon notification of the projected IMS input, training installations will forward advance information packets to the appropriate SAO for issue to designated IMSs. Packets will include such items as school brochures, maps of the local area, estimates of living costs, types of clothing required, housing facilities available, and other information that would be of interest to prospective IMSs. Further, a special text containing the terminology peculiar to the course should be provided to help the IMS prepare for the training. The SAO will ensure that information packets are provided to each IMS. If the SAO has not received the information packets 45 days before the report date, it should be reported to the installation concerned.

(2) *Maintain biographical records.* The SAO will prepare biographical data for officer IMSs. When the biographical data are not received from the SAO, IMSOs are authorized direct communication with the SAO to obtain the data.

(3) *Brief IMSs.* As a complement to the in-country pre-departure briefing, IMSOs will also brief IMSs as soon as possible after the IMSs arrive at the training installation. This briefing will cover items contained in section VII and other information pertaining to the local installation and surrounding community.

(4) *Implement procedures to avoid the indebtedness of IMSs to the USG or a non-appropriated fund.* (See para 10-20.)

(5) *Maintain IMS records.* IMSOs will accurately maintain a complete personnel and training record on each IMS. IMSs will not hand-carry these records or review their contents. The personnel and training record will be established

at the first U.S. military training installation. Information such as, but not limited to, that listed below will be filed in chronological sequence of action in the record.

- (a) Copy of ITO, amendments, and endorsements.
 - (b) Application for ID cards for IMSs and their authorized accompanying dependents.
 - (c) Instructor comments on the IMS's strengths, weaknesses, idiosyncrasies, and attitude. Comments should be recorded during the course of instruction as well as upon completion.
 - (d) Record of courses attended.
 - (e) Any correspondence relating to indebtedness, traffic violations, civil law violations and charges, and similar incidents or actions regardless of action taken. Such collection of documents should indicate the result of each action if available.
 - (f) Record of individual counseling given the IMS.
 - (g) Record of DOD IP activities that IMSs either participated in or were given the opportunity to participate in.
 - (h) Any other documents that would furnish data beneficial to IMSOs at subsequent training locations.
- (6) *Transmit IMS records.*
- (a) IMSOs will transmit IMS personnel and training records to the gaining installation as soon as possible after IMSs complete training. The last training installation will forward these records to the SAO immediately, if possible, but not later than 60 days following graduation.
 - (b) Classified notebooks, workbooks, and similar documents developed by IMSs will be forwarded to their home service, through the SAO, using appropriate disclosure release procedures. (See para 10-44b.)
 - (c) Individual flight and unclassified medical records may be hand-carried between training installations by IMSs or mailed to the gaining installation. The last installation will forward these records to the SAO after IMSs complete training.
- (7) *Check IMS's installation clearance and checkout procedures.* IMSOs will ensure that proper installation clearance and checkout processing procedures are followed.
- c. Liaison visits and training.* IMSOs will take full advantage of techniques that provide effective installation DOD IP activities and solutions to problems that may be common to several installations.
- (1) IMSOs are encouraged to visit other installations to exchange ideas and information. The cost of travel and per diem for these visits is normally chargeable to installation funds.
 - (2) Visits of IMSOs necessary to arrange tours or other activities also are properly chargeable to Informational Program funds.
 - (3) IMSOs will attend the DISAM SAM-TO course using quotas allocated by the respective MILDEP. DISAM controls and issues the fund-cite for travel and per diem while attending this course.
- d. Controversial matters.* IMSOs will immediately initiate action through MILDEP chain of command where unique or controversial situations exist related to grooming standards, religious principles, indebtedness, or any situation detrimental to the IMS's successful completion of training. The unified command and SAO will be kept informed.

10-8. Country Liaison Officer (CLO)

MILDEPs may request that a CLO be certified to a command in the United States to assist with administrative details for IMSs from the CLO's country. When a CLO is not assigned for a particular country, the country's senior IMS located at the training installation may be used in this capacity.

- a.* The controlling command will designate the location within the command where the CLO will perform his or her duties. Assignment at oversea installations will be at the discretion of the appropriate commander.
- b.* Installation commanders requiring the assistance of a CLO may contact the appropriate command that has a CLO

assigned and coordinate visits of CLOs to other installations with the commanders concerned. The commander of the installation to be visited will be informed of the following—

- (1) Purpose of the CLO's visit.
 - (2) Mode of transportation.
 - (3) Arrival time.
 - (4) Names of individuals to be contacted.
- c. CLOs may be authorized to travel by POV between training facilities.
- d. CLOs, programmed in the IMETP and assigned to administer IMET IMSs, are eligible to receive travel and living allowances as authorized by the ITO.
- e. CLOs will not be assigned duties that will interfere with their responsibilities to the SATP. Specifically, CLOs will—
- (1) Be the contact between the IMSO and the IMSs they represent.
 - (2) Ensure that IMSs adhere to appropriate regulations.
 - (3) Assist in correcting problems associated with dress, personal appearance, grooming standards, and IMS indebtedness.
 - (4) Be responsible for whatever action is necessary in connection with breaches of discipline involving IMSs.
 - (5) Assist in routine inspections of IMSs and quarters.
 - (6) Act as nonvoting members of a faculty or administrative board as required. Commanders will advise CLOs of the time and place of meetings. CLOs will inform the commander whether they plan to attend. Requests for CLO participation as nonvoting members of boards will be forwarded to the controlling command.
 - (7) Assist in administrative details regarding the disposition of graduates and IMSs.
 - (8) Advise the IMSO of any customs and traditions that should be recognized.
 - (9) Make routine administrative reports as required by their government.
 - (10) Pay IMSs any allowances received from the home country if so directed by their government.
 - (11) Assist in the orientation of IMSs.
- f. CLOs will not be entered into formal training without prior MILDEP approval.
- g. CLOs will be handled in the same manner as IMSs for medical and dental care. (See sec V.)
- h. CLOs are subject to the same security restrictions and regulations as those governing IMSs.

Section III

Administrative Procedures

10-9. Academic reports (AR)

a. The academic report is the major source of information available to the SAO and the foreign government to assess the overall IMS selection program and the individual IMS's academic accomplishment. A sample of a completed International Student Academic Report (DD Form 2496) is provided in figure 10-3. In addition, countries often use it for promotion and assignment considerations. DD Form 2496 must be prepared for each IMS. Repetitive comments from one report to another are not permitted. Reports that do not meet the above criteria may be returned by the SAO to the preparing installation for revision as appropriate with info to appropriate MILDEP.

b. The IMS's numerical grades or class standing will not be released by training installations except as listed below. Other exceptions must be authorized by the appropriate MILDEP.

- (1) An individual IMS may be provided his or her grade and class standing.
 - (2) Training installations may release class standing of IMSs who are first in class standing.
- c. For special classes of IMSs from a single country, and at the discretion of the training installation concerned, an academic report may be given on the class as a whole rather than on each IMS. A separate report will be submitted on IMSs who do not complete the course.
- d. Distribution of academic reports will be according to specific MILDEP requirements. Interim reports normally are not provided.
- e. SAOs should not request IMS academic reports. Academic reports are included in the IMS's personnel and training records; MILDEPs do not retain copies.
- f. Requests for IMS academic records and reports or information relating to them, from an activity or organization outside the SA framework, will be referred to the appropriate MILDEP.

10-10. Alien registration

IMSs in CONUS on valid ITOs are not required to register as alien residents of the United States. These IMSs are exempt from the provisions pertaining to registration, fingerprinting, and reporting of address as outlined in section 1302, title 8, United States Code. The above statement does not apply if a student's status changes, and the student is

no longer pursuing the training prescribed in the ITO. Dependents of IMSs will register according to immigration determination.

10–11. Casualty report, death, and disposition of remains

a. If an IMS under SATP sponsorship dies, the activity at which death occurs will immediately notify the appropriate MILDEP.

b. The MILDEP will notify the foreign attaché, public affairs office, and others as appropriate.

c. The activity will furnish a casualty report according to MILDEP regulations. The following additional information will be included in the remarks section of the casualty report:

- (1) IMS's ITO number and date, WCN, and country.
- (2) Request for instructions for disposition of remains.
- (3) Request for permission to perform autopsy if required.
- (4) Identification and location of next of kin if available.

d. Funeral or memorial services will not be conducted for IMSs until instructions concerning the disposition of the remains have been received from the appropriate MILDEP. The MILDEP will obtain special instructions on the disposition of remains from the IMSs' government.

e. The training installation will coordinate the preparation and transportation of the remains of IMSs according to authorized disposition instructions. If an escort is desired, the official representative of the country concerned may designate a staff member or an IMS to accompany the remains. U.S. personnel are not authorized for escort assignment.

(1) Per diem and travel costs of the escort accompanying the remains of an IMET IMS within the United States are chargeable to IMET funds.

(2) Travel and transportation expenses for escorts accompanying the remains of an FMS IMS will be borne by the foreign government concerned.

f. The IMET fund-cite in the IMS's ITO will be used to defray preparation expenses and costs for transportation of the remains to the home country. Oversea return transportation costs will be paid from IMET funds only for deceased IMSs from countries for which travel costs are defrayed from IMET funds. For transportation to a country which defrays all or part of the IMS's travel costs, the country concerned must arrange and pay for that portion, either through the CLO or the official foreign government representative.

g. Expenses involved in the death of FMS IMSs are the responsibility of the foreign government; however, the activity concerned will offer all assistance possible. If the assistance of the installation mortuary officer is desired by the foreign government, that officer will, without charge and as a matter of courtesy, negotiate with a civilian mortuary on behalf of the foreign government for the preparation of the remains for burial or shipment. All related charges are the responsibility of the foreign government. Arrangements for other U.S. agency-sponsored IMSs will be handled by the sponsoring agency.

h. Expenses involved in the death of dependents of IMSs are the responsibility of the IMS or the foreign government and will be handled in the same manner as stated in paragraph g above.

i. The activity concerned will appoint an individual to officially handle the deceased IMS's affairs; for example, obtaining final IMET allowances due, settling valid debts, disposing of an automobile, and inventorying personal effects. Unless otherwise directed, personal effects of deceased IMSs will be forwarded with the inventory list to the appropriate SAO for release to the next of kin.

j. An investigative report of death as a result of accident or homicide will be forwarded to the MILDEP. The report can be in letter format. It should—

(1) Address all circumstances surrounding the IMS's death.

(2) Contain copies of all necessary supporting documents; for example, accident report, medical reports, and death certificate.

10–12. Channels of communication and correspondence

a. Direct communication between training installations and SAOs is authorized only on routine administrative matters concerning IMSs such as ITOs, biographical data, security clearances, and travel arrangements.

b. All matters originating at the training installation that involve policy determinations or programs changes will be directed to the implementing MILDEP through the chain of command. No prior commitment will be made to IMSs in contravention of policies and procedures contained in this regulation. For all cross-service and joint training programs, the MILDEP providing the training will communicate through and coordinate with the sponsoring MILDEP prior to taking any action to change the training program or to remove the IMS from training. An exception is where safety is an issue. In this case, the IMS will be eliminated from training and the sponsoring MILDEP notified.

c. The subject line in message traffic or correspondence should be comprehensive so action officers throughout the

MILDEPs can readily identify the subject and resolve the problem as quickly and smoothly as possible. When communicating about an IMS, the subject line will contain, as a minimum, the IMS's name, country, WCN, and FY.

d. The unified command and SAO will be provided information copies of communication between the MILDEP and training installation regarding controversial IMS matters.

10-13. Clothing, uniforms, and equipment

SAOs should familiarize themselves with courses requiring special clothing and equipment.

a. *Organizational clothing and equipment.* Organizational clothing and equipment required by IMSs for a prescribed training course are authorized for issue. Maintenance costs of equipment, replacement costs of clothing, and issue expenses are normally included in course costs. Issue to IMSs will be as authorized for officers and enlisted personnel of the MILDEP. Lost, damaged, or destroyed property will be accounted for, to include cash collection from IMSs, if determined appropriate.

b. *Individual clothing and equipment.* Individual clothing and equipment required for prescribed training courses will be made available to IMSs as required. Issue expenses are normally included in the course costs. Issued individual clothing and equipment will be collected from IMSs on completion of their training at each installation. Items that cannot be returned for hygienic or aesthetic reasons may be retained by the IMSs. However, retention of other items by IMSs will vary with MILDEP policy.

c. *Uniform requirements.* Military IMSs will report to U.S. installations in uniform. They will be encouraged to wear the prescribed uniform when traveling to and from CONUS, unless the wearing of civilian clothing is required by their home country or the USG.

d. *Clothing purchases.* Installation commanders may extend to IMSs the privilege of purchasing nondistinctive clothing for cash from MILDEP clothing stores. Nondistinctive clothing will be sold in reasonable amounts to comply with the requirements of the individual concerned. Distinctive items of the MILDEP uniform will not be sold.

e. *Wearing of U.S. uniforms.* If the country concerned does not provide a uniform suitable for climatic conditions in the United States, there will be no objection to the wearing of the basic U.S. uniform. U.S. buttons, insignia, and distinguishing marks must be removed and replaced by the distinguishing marks of the country concerned. Authorized uniforms may be purchased by the country or by individual IMSs. IMET or FMS funds will not be used to provide such uniforms.

10-14. Commissary and exchange privileges

a. Commissary, exchange, and other privileges ordinarily available to U.S. military personnel in CONUS will be extended to IMSs of equivalent rank and their authorized accompanying dependents.

b. Privileges extended to IMSs in oversea areas will be according to applicable international agreements. When there is no agreement between the USG and host government authorizing the USG to grant these privileges, they may nonetheless be granted to IMSs unless the host country objects.

10-15. Dependents

a. IMSs will not be encouraged to bring their dependents to the United States during their training periods. The presence of their dependents will not in any manner alter their (IMSs) status and, in many instances, imposes an unnecessary administrative burden on the training installation. An exception to this policy is made for IMSs attending PME programs identified in table 9-1, Note 4, provided the IMS is able to defray the cost of housing, food and medical care for dependents in the United States. If IMSs insist on bringing dependents at their own expense, they should be encouraged to acquire suitable housing before the family arrives. Housing on and around most military installations is expensive, scarce, or unavailable.

b. Travel and living allowance of dependents cannot be supported by the IMETP. Also, no other USG funds are available for this purpose. Scheduled reporting dates will not be altered merely to accommodate IMS travel with dependents. In keeping with the purposes of the DOD IP, however, the use of USG-owned vehicles in the reception and departure of bona fide dependents of IMSs is authorized, subject to local vehicle availability.

c. Living allowance rates for IMET IMSs will not be increased because their dependents have accompanied or joined them except for IMSs attending certain specified MILDEP courses. (See table 9-1, note 4.) In these instances, the IMS is authorized the same increased living allowance for any preceding or follow-on courses.

d. Exchange, commissary, and medical privileges for dependents are limited to those IMSs' dependents as authorized in the ITO. Responsibility for payment of medical care expenses will be clearly indicated on the ITO by selecting the appropriate block in figure 7-1, item 12b(2). When dependents accompany or join IMSs without authorization on the ITO, the dependents are not authorized commissary or exchange privileges nor medical care at DOD medical facilities. These privileges cannot be extended without authorization of the foreign government to amend the ITO.

10-16. Disciplinary action

a. Within prescribed limitations concerning access to and security of classified or protected USG information, IMSs will be treated in the same manner as DOD personnel. In this regard, IMSs will be subject to pertinent laws of the

United States concerning the safeguarding of military and other Government information affecting the national defense. IMSs will also be expected to comply with U.S. MILDEP administrative regulations governing access to and security of such information.

b. IMSs involved in serious breaches of military discipline or incident within civilian jurisdiction may be temporarily suspended from training by local military authorities pending resolution. As more details become available following the initial report, they will be reported through the chain of command, along with recommendations. Incidents such as those below may not appear serious at first, but may develop into situations with international implications.

(1) Confrontations between IMSs and local authorities.

(2) IMSs involved in civil disturbances.

(3) Hostile acts between IMSs of different nationalities.

c. The principles in (1) through (5) below will be observed by U.S. personnel exercising control over IMSs. These instructions will not conflict with action that Federal, State, or local authorities may elect to take with respect to acts committed in violation of civil law or authority.

(1) When an IMS is involved in a situation requiring immediate action to prevent bodily injury or any breach of the peace on or off a military installation, the military authorities will take steps within their legal competence to restore order. Where the offense committed by an IMS does not involve the necessity of restoring order, the military authorities may, depending on the seriousness of the offense, detain the IMS for the protection and safety of the installation. When confinement is appropriate, the IMS will be promptly delivered to civilian authorities unless military confinement is authorized by competent military authority. When a breach of the peace involving civil law occurs off a military installation, appropriate action will be taken to inform civilian authorities.

(2) The punishment of IMSs in connection with military offenses committed by them will be the responsibility of the foreign military service of which the IMSs are members.

(3) In disciplinary cases, U.S. installation commanders may conduct an investigation and forward it through channels to determine whether the conduct of the IMS warrants a recommendation that he or she be returned to the home country. This action should be coordinated with the appropriate CLO if assigned. Concurrence of the CLO is desirable but not mandatory and should be addressed in the implementing correspondence or message traffic. The MILDEP will be advised of the recommended action, together with a recommendation for substitute training or disposition. The SAO, unified command, and foreign representative will be included as information addressees as appropriate.

(4) Military authorities will follow the same procedures with respect to breaches of the peace or other incidents involving IMS dependents as they would in the case of dependents of U.S. military personnel. However, installation commanders will investigate serious incidents involving IMS dependents to determine whether circumstances warrant a recommendation, through channels, that the IMS sponsor and dependents be returned to their home country. In all cases where dependents are involved in breaches of the peace or other incidents involving either civil or military authorities, the cognizant installation commander will have the IMSs informed that—

(a) They are administratively accountable for the conduct of all dependents.

(b) Misconduct may be cause for a recommendation that the IMS and his or her dependents be returned to the home country.

(5) Breaches of discipline in oversea areas will be reported as directed by the oversea commander.

10–17. Graduation, diplomas, certificates of attendance, and awards

a. Upon successful completion of a formal course of instruction, each IMS will be issued a certificate or diploma. Diplomas issued IMSs will be identical to diplomas issued to U.S. students. The notation “Foreign Course of Instruction” will not appear.

b. Diplomas for graduation from U.S. formal courses of instruction will be given IMSs only when they have met the established training standards. It is not the intent of this policy that only numerical grades be used in determining whether the IMS has achieved the standards set for U.S. military personnel. The determining factor is whether IMSs can accomplish satisfactorily the objectives for which they were trained. This determination will be influenced by aptitude, application, practical effort, and demonstrated understanding, as well as by numerical grades. Classified hours of instruction not available to IMSs will not be considered in this determination.

c. In most cases, certificates of attendance in U.S. formal courses of instruction will be given IMSs when they do not meet the established training standard but have been diligent and sincere in their training efforts. The reasons for issuance of a certificate of attendance should be fully explained in the IMS’s academic report.

d. For pay purposes, some foreign governments require their embassies to report the actual training period of IMSs sent to the United States for training. When this occurs—

(1) The requirement will be included in item 13 of the IMS’s ITO.

(2) The MILDEP training installations will furnish the IMS a certificate that contains this information.

e. Special awards, such as school plaques, may be awarded to outstanding IMSs as determined appropriate by the installation commander. Commanders have the authority to establish and authenticate these awards and are encouraged

to do so. The military attaché of the country may be invited to the award or graduation ceremony. Other acts of recognition might include special commendation letters, signed appropriately by the installation commander or assistant commander, and special remarks on the IMS's academic report. Annual cost of special awards is properly chargeable to the DOD IP.

f. Copies of letters of appreciation, recognition of exceptional performance, and similar documents will be included in the IMS's personnel and training record.

10–18. Grooming standards

a. The determination of appearance and grooming standards is a U.S. MILDEP prerogative. IMSs are expected to comply with MILDEP regulations. It is a mandatory responsibility of the SAO to brief each IMS prior to departure for U.S. training.

b. To ensure operational efficiency and safety, IMSs undergoing U.S. military training must comply with the host U.S. MILDEP regulations pertaining to that training.

c. Noncompliance with MILDEP regulations may subject the IMS to disciplinary action. Situations that cannot be resolved at training installation level will be referred to the MILDEP.

10–19. Identification cards

a. Identification (ID) cards will be furnished to IMSs and authorized, accompanying dependents by the first training installation according to MILDEP regulations. DD Form 2765 (Uniformed Services Identification and Privilege Card) will be issued to IMSs. (See DODI 1000.13, AR 600-8-14, BUPERSINST 1750.10.)

b. An endorsement to the individual's ITO will indicate that an ID card has been issued and will include the number of the IMS's card. The IMS's identification number will be indicated on the card. The ID card expiration date will be the date out processing is expected to be completed at the last training site. ID cards will include the following statement: Valid in CONUS only.

c. ID cards will be issued to lawful spouse and dependents authorized to accompany the IMS. ID cards will be surrendered by IMSs and their dependents during out-processing at the last training installation. Cards will be disposed of according to DOD instructions. An endorsement will be made on the sponsor's ITO that the cards have been returned. IMSs may use their ITOs if identification is required while on leave en route to the POE.

d. ID cards will not be issued to international civilian students. These students can utilize most installation facilities by presenting their ITO and a letter from the installation commander or representative, authorizing the use of facilities.

e. Foreign active duty or retired personnel and their dependents that meet the situations below are not eligible for medical or dental care, commissary, theater, or exchange privileges.

(1) Those living in the United States at their own convenience or the convenience of their government.

(2) Those present in the United States in connection with the purchase of U.S. defense articles or services or for collecting information relating to FMS programs.

10–20. Indebtedness

a. The following procedures are to be implemented by the IMSO to avoid SATP IMS indebtedness to the USG or a nonappropriated fund, such as billeting fees or medical charges:

(1) Make arrangements with the installation billeting office, and other facilities as deemed appropriate, to ensure the IMSO is immediately notified of delinquent IMS accounts.

(2) Discuss procedures for payment of billeting fees or laundry during IMS in-processing to ensure the IMS is aware of how and when payments are to be made.

(3) Include a check with the billeting office, as part of the IMS's out-processing, to ensure his or her account has been paid.

(4) When an IMS is responsible for payment of medical charges for himself/herself or authorized dependents, discuss procedures for payment during IMS in-processing to ensure the IMS is aware of how and when these payments are required. If the training is for more than 90 days, recommend the IMS obtain medical insurance that will cover the IMS and dependents needs.

b. Upon notification of IMS indebtedness, meet with the IMS, CLO, or senior representative at the training activity to determine the reason for the indebtedness.

(1) If the reason for indebtedness is beyond the IMS's control (for example, no financial support provided by his or her country (or the United States under IMET)), notify the appropriate MILDEP immediately.

(2) When it appears that a medical condition for the IMS or authorized dependents will result in extensive medical charges, counsel the IMS regarding responsibility for payment. If it appears the IMS will not be able to make the

required payment, notify the appropriate MILDEP for disposition instructions. Include the diagnosis, prognosis and estimated cost of medical care. Rates are prescribed in MILDEP regulations.

(3) If the indebtedness is determined to be within the IMS's control, take the following actions:

(a) Counsel the IMS. Taking into consideration the amount of debt and the financial support received by the IMS, set up a payment plan to ensure past and future payment requirements are satisfied.

(b) If the IMS does not agree to the arrangement or does not adhere to a payment plan, refer the matter of indebtedness to the training installation commander.

(c) Notify the appropriate MILDEP through the chain of command if the problem is not resolved after counseling by the training installation commander.

(d) Diploma will not be issued until IMS has paid all outstanding bills.

(e) If the IMS departs the training activity before resolving the indebtedness problem, notify the IMSO at the gaining activity. Notify the sponsoring MILDEP through the chain of command if the IMS is to return to his or her home country. In the latter event, the MILDEP will notify the IMS's embassy or the SAO.

10-21. Laundry

Laundry service is available to IMSs on a cash basis. Collections will be made by the local laundry officer at the rates charged U.S. military personnel. This service, however, may be provided at IMET expense for IMSs attending the NAVSCIATTS.

10-22. Leave and holidays

a. Leave at an IMS's request between the last training installation and the POD is not authorized at IMET expense. No IMET living allowance will be paid for such leave.

b. The foreign country may authorize leave in the United States between the last training installation and the POD for IMSs upon completion of training before returning to home country. Leave should be approved before the IMS departs from his or her home country and authority included in the IMS's ITO. Requests for leave, or leave extension upon completion of scheduled training, will not be granted unless the SAO has amended the ITO by written communication with school(s)/training installations not later than 15 days prior to the completion of scheduled training. A living allowance is not payable while in post-training leave status. Students who do not adhere to the scheduled return flights will not be the responsibility of the U.S. Government.

c. An IMS may request leave for short periods to travel in CONUS. This leave may take place between certain courses or phases of instruction (such as non-applicable phases or classified phases of instruction). The IMS's request for leave may be jointly approved by the commander and CLO, or by the MILDEP with the concurrence of the country representative by telephone. Continuation of IMET living allowances is authorized during these periods.

d. Leave outside CONUS is governed as follows—

(1) Homeward travel for IMET IMSs leaving the United States will be the most direct route using U.S. flag carriers. When an IMS is permitted by his or her government to deviate from the most direct route to visit other countries, IMET sponsorship will be suspended during such deviation. Further, if an IMS elects to remain at a point en route to his or her country beyond the time normally required to make travel connections, IMET funding of allowances during that excess time is not authorized. The ITO will be endorsed by the training installation to indicate the foregoing provisos as appropriate.

(2) Leave for IMET IMSs outside the United States for which a living allowance is authorized is limited to 72 hours. IMSs will be responsible for fulfilling all immigration requirements.

(3) IMSs wishing to travel outside the United States in excess of 72 hours must obtain prior approval from appropriate country representatives in Washington, DC. IMSs will comply with all immigration regulations. IMET living allowances in excess of 72 hours are not authorized.

(4) U.S. officials are not authorized to approve leave in any country other than the United States. IMSs must make their own arrangements when traveling outside the United States. This includes visa, travel, and accommodations. IMSs must also meet any other requirements that may be imposed on travel to the country desired.

e. Leave between consecutive courses, training installations, and the last training installation and POE is governed as follows—

(1) Between consecutive courses, the commander of a training installation may authorize leave not to exceed 7 days.

It is not the intent of this provision that leave be given or used indiscriminately to occupy the IMSs during the period between courses of instruction.

(2) Upon termination of training in CONUS, a maximum of 7 days leave may be authorized between the last training installation and the POD if the—

(a) IMS's port call is delayed through no fault of his or her own.

(b) IMS has not been granted leave according to this paragraph.

f. Travel on a space-available basis in U.S. military aircraft by an IMS on leave is not authorized.

g. Except for emergency leave, leave granted IMSs will not interfere with, nor prolong, the period of training.

h. Requests for emergency leave will be submitted directly to the SAO concerned by priority message, with an information copy to the appropriate MILDEP, cognizant unified command, and others as appropriate. Requests will reflect the IMS's present course of instruction, graduation date, and scheduled additional training and information necessary to substantiate the request.

i. For holidays, the following applies:

(1) Installation commanders are authorized to grant non-chargeable leave, and IMET IMSs are authorized living allowance during—

(a) Authorized holidays observed by the U.S. MILDEP.

(b) Major national and religious holidays of the IMS's country not to exceed 1 academic day for each holiday authorized. IMSs are authorized not more than 2 of their country's religious or national holidays in one calendar year. Academic progress will be the deciding factor in each case. The MILDEPs will advise training installations of the holidays to be observed.

(c) The Christmas holiday period when activities at training installations have been curtailed.

(2) If additional training is scheduled at another installation immediately following the Christmas holiday period, the losing installation will be responsible for IMSs during the holiday period.

10–23. Legal status and claims

a. Jurisdiction.

(1) Military and civilian IMSs and their dependents, while in the United States, are subject to the jurisdiction of the U.S. courts, both State and Federal. This is true unless they are exempted by treaty, or other specific authority, or have diplomatic immunity.

(2) Questions on the jurisdictional status of IMSs or their dependents should be referred to the servicing judge advocate.

b. Diplomatic status. IMSs usually do not have diplomatic immunity; however, those who believe themselves entitled to diplomatic immunity or other special status should have their claimed status verified. The IMSO should contact the MILDEP for determination of IMS status. As a general rule, a sponsor's diplomatic immunity extends to his or her dependents as well.

c. Control of IMSs. IMSs are not subject to the Uniform Code of Military Justice (UCMJ). Generally, no authority exists under which U.S. military authorities may place IMSs in military confinement. Under the Federal statutes, however, Australian military authorities in the United States may request the assistance of U.S. military authorities to apprehend and confine members of Australian forces in the United States. U.S. civil authorities, State or Federal, may also apprehend and confine IMSs for breaches of State or Federal law. Except for authorization by treaty or agreement (such as NATO SOFA), or by statute, Executive Order, or Presidential Proclamation (such as in the case of Australia), foreign military attaches or commanders stationed in this country have no authority to arrest, detain, or confine members of their forces within the United States; nor can they empower U.S. military authorities to arrest, detain, or confine members of their forces. When warranted by urgent circumstances, the installation commander may authorize temporary restraint to prevent bodily harm to the IMS or to other persons, pending arrival of civilian authorities. Such IMSs may not be returned to their home country without written approval of the appropriate MILDEP.

d. Claims against IMSs. For information concerning claims arising in the United States from the activities of IMSs from countries that have ratified the NATO SOFA, see MILDEP regulations and the provisions of NATO agreements. For information concerning claims that arise incident to the activities of IMSs in overseas areas, see pertinent command claims directives. If an inquiry is made concerning a claim involving non-NATO personnel, the claimant should be advised to seek redress from the IMS or his or her government.

e. Claims filed by IMSs. IMSs training in the United States have no special status to equate them to members of the U.S. Armed Forces or make them proper party claimants under the Military Personnel and Civilian Employees Claims Act of 1964 (as amended), 10 U.S.C. 2731-38. If otherwise a proper party claimant under U.S. law, an IMS may, subject to the commander's discretion, present an appropriate claim for relief.

f. Living allowance claims involving deceased IMET IMSs. An appointed U.S. officer will determine the amount of living allowance or other payments due to the deceased member. To get this information, the U.S. officer will check with the last finance and accounting office serving the deceased member. The officer should ascertain from the SAO

the name of the deceased's next of kin to whom check payment is to be made. Checks will be forwarded to the SAO for disposition.

g. Reports. IMSOs will refer legal questions concerning IMSs to the local military legal office. An incident involving IMSs that might lead to or has led to the exercise of criminal jurisdiction by State or Federal authorities should be reported immediately according to appropriate MILDEP regulations.

10-24. Mail

- a.* IMSOs are authorized to send correspondence in support of the SATP by registered or certified mail.
- b.* CONUS training installations will not address mail directly to an IMS in country through APO facilities. Material should be addressed to the SAO with instructions for delivery to the IMS.
- c.* IMSs may use military postal facilities for the purchase of stamps and the receipt and dispatch of mail.

10-25. Marriage

An IMS desiring to marry while undergoing training will comply with local U.S. laws and will be encouraged to comply with the instructions of his or her government. The IMSO will furnish pertinent information directly to the MILDEP concerned, with information copies to the SAO, on each IMS who plans marriage or who is married while in training.

10-26. Name tags

The wearing of a nametag by the IMS while in training is of significant assistance to all personnel connected with the training. Nametags provide easy identification and ensure proper treatment of IMSs. Nametags should indicate the equivalent U.S. grade or rank, name, and country of the individual.

10-27. Off-duty employment

IMSs or their alien family members are not permitted to seek or accept employment during their stay in the United States.

10-28. Officer and enlisted courses

- a.* Officer and warrant officer IMSs are permitted to attend enlisted courses. These IMSs will be thoroughly briefed before departing that they are to attend enlisted courses. They will be informed that their officer status does not entitle them to special treatment or academic privileges while attending these courses. These IMSs will be given officer privileges when not participating in training.
- b.* Enlisted IMSs are not authorized to attend officer courses.

10-29. Passports and visas

a. The foreign government is responsible for issuing necessary passports and for obtaining visas for entry into the United States. The foreign government should ensure that the passports and visas of IMSs and their dependents are valid for the entire duration of the IMS's training period.

b. The U.S. visa is the authority to enter the United States during the valid period; it has no relation to the period of stay in the United States. The Immigration and Naturalization Service (INS) official stamp, which is received when entering the United States, is the documentation that governs the IMS's status in the United States. If the INS stamp does not allow the IMS enough time to complete his or her training, action should be taken by the IMS to have the INS stamp date extended.

(1) Visas for the United States are obtained through procedures prescribed by the Department of State. Dependents of NATO Armed Forces personnel are entitled to "NATO-2" visas. Civilian IMSs from NATO countries and their dependents are entitled to "NATO-6" visas. IMSs from other than NATO countries and their dependents are authorized and will be issued "A-2" visas. "B" visas are not appropriate for IMSs or their dependents.

(2) Visas should contain multiple entry provisions if such entries are contemplated.

(3) Group visas for IMSs traveling together should not be obtained. This practice causes complications when the group is divided or when IMSs return independently.

(4) IMSs training in CONUS are responsible for finding out from their embassies whether they need in-transit visas while en route to their home country. When visas are required, IMSs should forward their passports and documentation to their embassies early enough to be processed and returned before graduating from the last phase of training.

10-30. Physical training

a. IMSs will participate in physical training as part of the course program of instruction when successful course completion depends on physical condition (for example, ranger and airborne training).

b. Except for the mandatory requirements in a above, all other IMSs will be encouraged to participate in MILDEP physical training programs and tests. However, IMS participation in physical training programs or passing such tests will not be considered a requirement for graduation.

10-31. Political asylum

Requests by IMSs for political asylum in the United States, or for temporary refuge, must be treated with urgent and careful attention to the procedures established by DOD Directive 2000.11 and implementing instructions of the MILDEPs. (See AR 550-1, SECNAVINST 5710.22, and AFI 51-704.) The IMSO should advise the IMS that Security Assistance sponsorship terminates once the IMS applies for political asylum.

10-32. Public affairs

- a.* Public affairs activities will be conducted under the appropriate MILDEP provisions.
- b.* All requests received from the civilian media for the interviews or for photographs of IMSs undergoing training will be referred through channels to the Office of the Assistant Secretary of Defense (Public Affairs) (OASD (PA)), 1400 Defense Pentagon, WASH DC 20301-1400, for evaluation before making any commitment.
 - (1) If OASD (PA) grants approval, all IMSs involved will be given an opportunity to contact their embassy or a senior advisor from their country before they participate. OASD (PA) specifies that IMSs are not required to contact their embassy or seek counsel unless they choose. In many cases, IMS will feel there is no need to avail themselves of that opportunity.
 - (2) IMSs should be aware that representatives of news organizations, including film crews, have access to areas normally open to the public, and that IMSs could be photographed or be in contact with the media in those areas without prior knowledge.
 - c.* The release of hometown-type stories and pictures of IMSs and visitors are governed by separate MILDEP instructions. Installation commanders will dispatch hometown-type releases directly to the SAO. Releases require coordination by the SAO with ambassadors or public affairs officers of the U.S. International Communication Agency. Hometown-type news releases and photographs of IMSs undergoing training should stress the following—
 - (1) Stories of graduations and honor graduates.
 - (2) Highlighted training activities and individual achievements of IMSs.
 - (3) Action photographs showing IMSs training with equipment that they are likely to use when they return to their home countries. Off-duty photographs should emphasize activities that support the DOD IP for IMSs. Examples of such activities are visits to State legislative offices, public works, educational institutions, industrial plants, and historical sites.
 - d.* Data on the number of IMSs, by nationality, who are training at any given time, may be released. A general description of the training being conducted may also be released. No cumulative figures will be released except through the MILDEP Public Affairs Office.
 - e.* No news releases will be made when in violation of applicable agreements between the USG and the foreign government.
 - f.* No press coverage will be initiated for orientation tour participants without their prior consent.

10-33. Purchase and possession of firearms

IMSs who desire to bring personal firearms or ammunition into the U.S. or to purchase such items must comply with federal, state, and local laws and regulations, including training installation regulations, governing the possession, use, and transportation of firearms. IMSOs should check with the installation Staff Judge Advocate to determine current laws and regulations governing firearms prior to briefing IMS.

10-34. Purchase and use of power-driven vehicles

- a.* IMSs who want to purchase a power-driven vehicle will be advised to consult the IMSO before signing any purchase contract.
- b.* Purchase of power-driven vehicles by orientation tour participants will be deferred until completion of the tour.
- c.* IMSs must comply with training installation and State regulations for the registration and operation of such vehicles. IMSs will be required to purchase and maintain public liability and property damage insurance. This insurance will be in the amount required by law in the State in which the vehicle is registered, or in the amount required by the military installation on which the vehicle is registered, whichever is higher. IMSs are encouraged to consult U.S. authorities.
- d.* The IMSO must maintain close coordination with training installation authorities to ensure that vehicle registration is issued only to IMSs who meet all requirements for owning and operating a power-driven vehicle.
- e.* IMSs from countries that are parties to NATO SOFA, article IV, or to other international agreements may be entitled to use the civilian or military driver's license issued by their own countries.

10-35. Purchase of duty-free and tax-exempt articles and liquor

- a.* In general, members of the armed forces of any foreign country on duty in the United States are authorized to have certain articles entered duty-free and tax-free. This is true if the articles are for the member's personal use or the

use of any member of his or her immediate family. (See 19 U.S.C. 1202 and section 8, part 2, items 820.40 and 822.20, Revised Tariff Schedule.)

b. Unless prohibited by State or local laws, alcoholic beverages may be introduced under the authority in a above. Amounts cannot exceed one case per month for persons entitled to this privilege. The servicing judge advocate will be consulted on State and local laws on the introduction, possession, and use of alcoholic beverages.

c. All IMSs will be given a complete orientation on the foregoing personal exemptions. It will be explained that this privilege is extended solely for the convenience of IMSs. It will also be explained that abuse of the privilege by the sale, gift, or trade of duty-free and tax-free articles to U.S. personnel is unlawful and can result in withdrawal of the privilege, administrative penalties, and disciplinary action against all concerned.

10-36. Reporting of IMS problems

a. Timely reports on academic deficiencies should be addressed to the appropriate MILDEP with an information copy to the unified command and SAO concerned. Often these deficiencies can be corrected by the foreign representative or by programming other training. The objective is to train the IMS at the least expense to the United States or country concerned.

b. IMSs who fail to meet the training standards set for U.S. personnel may be terminated and returned to their home country. When it is apparent that an IMS should be withdrawn from training, the appropriate MILDEP will be advised immediately of the full particulars of the case. This will include recommendations on suitability for other training or disposition of the IMS. The IMS will not be relieved for cause without authority from the responsible MILDEP. Pending receipt of this authority, suspension is authorized at the discretion of the installation commander. The MILDEP will advise the SAO, unified command concerned, and the appropriate foreign representative in Washington, DC, when authority has been given to terminate an IMS.

c. The following incidents involving IMSs will be reported initially to the MILDEP by phone. Before making recommendations on disposition of IMS, priority message summarizing the incident will be sent to the MILDEP, unified command, and SAO.

(1) Hospitalization. Include date of hospitalization, diagnosis, prognosis, and probable date of release. Reports on dependents are not required unless illness, injury, or condition affects IMS's training or has political implications or will result in extensive medical charges, which are beyond the IMS's ability to pay.

(2) Requirement to reschedule training due to academic deficiency.

(3) Accident reports involving IMSs or their dependents.

(4) Emergency leave or other significant items affecting IMS welfare.

(5) Absent without leave (AWOL).

(6) Any event involving an IMS that may have international implications. This will include any complaint by an IMS, or behavioral attitude indicated or reported, revealing the IMS's dissatisfaction with his or her environment or social acceptance.

d. Following initial notification, the MILDEP will be kept informed. Written reports will be provided when appropriate.

e. When IMSs attending training at OCONUS installations fail to meet standards, they will be released and returned to their home country upon authority of the oversea commander. The SAO will be fully advised of all details in the case.

10-37. Temporary duty (TDY)

Orders authorizing TDY may be published for IMSs participating—

a. As team members in an organized MILDEP sports activity away from the IMS's training installation. Permissive orders at no expense to the USG may be issued.

b. In programmed trips that are a scheduled part of the formal course curriculum. All identifiable costs, including TDY required by the course curriculum, are included in the tuition cost. Trips as part of a regular curriculum will not affect the IMS's IMET living allowance.

10-38. Unauthorized absence

a. When an IMS is absent from scheduled activities for more than 24 hours without proper authorization, the IMS will be considered an unauthorized absentee. IMSOs will carefully check before making a determination of unauthorized absence to ensure that the IMS is not absent because of misunderstanding the schedule, sick in quarters, or for other plausible reasons.

b. When it has been determined that an IMS is AWOL, the ISMO will—

(1) Advise the MILDEP immediately, with an information copy to the SAO, appropriate unified command, and others as appropriate. The notification will include, but not be limited to, the IMS's name; grade, rank, and rate; service

number; WCN; country; FY of training program; effective date and time of absence; and any information about events that may have led up to or contributed to the IMS's absence.

(2) Notify the local finance officer who will post AWOL information to the IMS's DD Form 1588 to preclude unauthorized payments.

(3) Notify the food services officer and appropriate post facilities to ensure no unauthorized services are provided.

c. After an IMS has been AWOL for 5 calendar days, the IMS will be considered no longer under DOD sponsorship. SATP sponsorship will be terminated as of 2400 the day the IMS was determined to be an unauthorized absentee. This will be done by endorsement on the ITO or by publication of administrative orders by the training installation. A detailed written report will be sent to the nearest U.S. immigration authority, with an information copy to the appropriate MILDEP. Until the IMS voluntarily returns to U.S. military control, the training installation has no further responsibility for locating or apprehending the absentee.

d. If an unauthorized absentee voluntarily returns to U.S. military control, the MILDEP concerned will be notified immediately and asked for disposition instructions. The IMS may be reentered into training if he or she can rejoin the class and maintain standing. The immigration authorities will also be informed of the IMS's return.

e. If an IMET unauthorized absentee is apprehended by immigration authorities and return travel has not already been purchased, the training installation may issue a travel request to the immigration authorities for return transportation. Neither IMET nor U.S. MILDEP funds will be used to support an IMS while he or she is AWOL. If an IMET IMS who is AWOL voluntarily returns to U.S. military control, the fund cite in the ITO may be used for required transportation to his or her proper station and for living allowances until appropriate disposition is obtained.

f. Personal effects of the IMS will be held for 30 days. Personal effects will then be forwarded to the nearest foreign country representative or disposed of in the same manner as prescribed for deceased IMSs (para 10-11h).

10-39. Urinalysis, blood screening, and drug testing

a. *Mandatory testing.* IMSs are excluded from any mandatory MILDEP urinalysis and blood screening programs other than for selected training that involves exceptional physical activity or safety and for which the associated physical examination is a prerequisite of the course. Any indication or evidence of alcohol or drug abuse or a debilitating or communicable disease should be reported to the MILDEPS. In addition, students with a potentially debilitating illness will be referred to a medical treatment facility for evaluation of the status of the disease and recommendation concerning whether the IMS will continue training.

b. *Human Immunodeficiency Virus (HIV).* The IMS's country authority will be notified immediately through established U.S. MILDEP channels of IMSs who are diagnosed as antibody positive following the physical examination noted in paragraph a above or as a result of the IMS's hospitalization or visit to sick call.

(1) An IMS who manifests evidence of progressive clinical illness or immunological deficiency (as defined in paragraph (2) below) will be immediately severed from training and returned to home country.

(2) An IMS who is antibody positive but manifests no evidence of progressive clinical illness or immunological deficiency (physical and laboratory assessment, demonstration of ability to respond to immunizations, and ability to mount a protective immune response to immunizations or exposure to naturally occurring pathogens) will be retained in training subject to the approval of the IMS's military authority and to the following conditions, which will be included as part of the notification to the IMS's country referred to in paragraph b above:

(a) Each IMS will accept counseling on the risks of disease transmission as well as the methods of prevention and will agree to not donate blood.

(b) The IMS will receive a comprehensive clinical and immunological evaluation at least annually.

(c) For IMET students, the charge for the evaluation will be assumed by the IMET funds programmed by the U.S. MILDEPs for medical services for the IMS's country.

(d) For FMS students, the cost of such evaluations will be assumed by their governments.

(e) Noncompliance with the above will be cause for the termination of training and return of the IMS to his or her home country.

(f) The cost of return travel of IMET students will be at the expense of the IMS's country program. The country program will be charged a proportionate share of the training completed by the IMS but not less than 50 percent of the course cost.

(g) The cost of return travel of FMS students will be at the expense of their government. The country will be charged a proportionate share of the training completed by the IMS but not less than 50 percent of the course cost.

(3) While it may not be necessary to limit the activities of IMSs who do not have evidence of progressive disease (see para (2) above), the school's administration may wish to consult with the appropriate base, post, or station medical authority to determine if the training and related activities should be limited to protect their own health and safety as well as others. If such limitations will result in failure to meet the requisites for successful completion of training, the IMS will be terminated from training and returned home at the expense of the IMETP or FMS program. The country will also be charged a proportionate share of the training completed by the IMS as outlined in paragraphs (2)(f) and (g).

10-40. Warrant officers, midshipmen, and cadets

U.S. equivalent warrant officers, midshipmen, and cadets will be considered officers unless otherwise indicated on the IMS's ITO. IMET IMSs are entitled to living allowance rates applicable to officers. They are also eligible to be accommodated in officers' quarters while in training at DOD installations.

Section IV Security

10-41. Security and political screening

U.S. security and political screening of IMSs must be performed before the ITO is issued and before the IMS departs from his or her home country. The level of security clearance will be shown in item 11 of the ITO by selecting one of these statements:

- a.* "U.S. security screening has been accomplished. All training will be conducted on an unclassified basis."
- b.* "U.S. security requirements have been complied with. The government of (home country) has granted the IMS a security clearance equivalent to U.S. (classification level). This of itself does not permit the disclosure of classified U.S. information. Such disclosure must be specifically authorized by an official delegated authority according to U.S. foreign disclosure regulations or directives."

10-42. Disclosure of classified information

Personnel involved with SATP must be familiar with MILDEP policies concerning the release of classified information to IMSs.

- a.* Classified information will only be disclosed or released to IMSs according to MILDEP regulations and only on a need-to-know basis.
- b.* Defense information will be limited to that necessary to accomplish the purpose of the training mission.
- c.* The MASL identifies those formal courses that require a security clearance for attendance; however, this designation does not mean that all IMSs can attend the course. Only those countries that have been specifically authorized can be programmed for these courses; individual IMS attendance depends on specific MILDEP authorization.
- d.* Training that involves the release of classified information must be reviewed and authorized in advance by the U.S. military disclosure authority. The release of classified information to a country that is not currently authorized access will generally be denied.
- e.* Instruction on a weapon system or equipment the country does not have or has not shown a firm intent to acquire is not authorized.
- f.* Courses may cover more than one weapon system. If so, IMSs will be retained in class for classified instruction only on those weapon systems that their country has or has shown a firm intent to acquire.
- g.* Disclosure of communication security (COMSEC) information will be according to MILDEP regulations.
- h.* Access to NATO classified information may be provided to IMSs from NATO nations upon receipt of access certifications by the respective training installations as prescribed by treaty regulations and properly cleared by Headquarters, NATO. Each certification should show the highest level of NATO access granted to the IMS. Granting of this access will allow NATO IMSs to receive NATO classified information and briefings available during the course.

10-43. Restricted courses

Many courses conducted by the MILDEPS are not available to IMSs due to security limitations or due to the orientation of course content to U.S. standards. MILDEPS maintain the MASL as a current listing of courses that may be available to IMSs. The availability of any known course not included in the MASL can be requested from the MILDEP on a case-by-case basis.

10-44. Release of instructional related material

Release of instructional related material to IMSs is authorized as outlined below. Other than as stated in a or b below, training installations are not authorized to release U.S. military documents directly to foreign requesters.

- a.* Unclassified material. Commanders of training installations may authorize the release of unclassified student notes and locally prepared training materials to IMS's at the conclusion of training.
- b.* Classified material within the parameters of the MILDEP disclosure authorization. IMSs participating in classified training may be issued classified publications used as texts and schematics during the training. All notes, including those written in the student's language, and other classified publications will be collected at the end of the training and shipped to the appropriate SAO with appropriate release procedures.

Section V

Medical and Dental Care

10-45. Medical requirements

IMSs who have been selected by their country for training are presumed to be in good physical and mental health, as well as being free from communicable diseases. If it is discovered that an IMS cannot qualify for training by reason of physical or mental condition, and in the opinion of medical authorities, will require treatment before entering training, the IMS will be returned to the home country immediately, or as soon thereafter as his or her condition will permit travel.

10-46. Medical and dental certification

a. Before issuing an ITO, the SAO will require a signed statement from a competent medical and dental authority stating that the IMS has received a thorough physical examination within the three preceding months. The exam should include a chest X-ray and a screening for serologic evidence of Human Immunodeficiency Virus (HIV), and that the student is free of communicable diseases. IMS training candidates with serologic evidence of HIV infection will not be issued an ITO and will be ineligible for training. The medical and dental authority will also indicate that the IMS is free of communicable diseases or other medical or dental defects that might require treatment or hospitalization during training. If an IMS is certified capable of successfully undergoing instruction even though medical or dental defects exist (diabetes, cardiac condition, metabolic disorder, prosthetics), item 15 of the ITO will state that those medical defects may have an impact on training if not properly controlled or monitored.

b. The certification from competent medical and dental authority referred to in a above will also show that each IMS has received the complete immunization prescribed by the U.S. Public Health Service, as approved by the World Health Organization (WHO). Medical certification is also required for authorized dependents that accompany or join the IMS.

c. If foreign facilities are not equipped or available to process the medical and dental examination referred to in paragraph a above, the SAO will make every effort to have the medical and dental screening for IMSs and dependents conducted by the closest U.S. medical or dental facilities. If the IMS is required to have a medical examination at a U.S. facility, the cost of the transportation will be borne by the foreign government.

d. Under no circumstances will the SATP be utilized for the sole purpose of obtaining medical care for IMSs or authorized dependents.

e. When IMSs report to U.S. medical facilities for treatment, they must have in their possession, as a minimum, their ITO and other documentation that will assist the medical activity. The medical treatment facility concerned requires the IMS's—

- (1) WCN.
- (2) Case designator if the IMS is FMS.
- (3) Country.
- (4) Full name for appropriate record keeping and billing.

10-47. Medical eligibility, charges, and collection

The following health care benefits and financial considerations cover most IMS medical and dental contingencies but are not all-inclusive. Questions about benefits and charges and collections are referred to the service medical benefits and billing instructions. Item 12b of the ITO must specify the correct source for reimbursement of medical costs. If the IMS is covered under a reciprocal health care agreement between the U.S. and the IMS's country, the agreement will take precedence over the charges listed below. When such an agreement exists, check 12b(3) in the ITO and add the following statement in item 15: "Medical care is provided under (reference the agreement, date, etc.). Reimbursement for services provided is not required."

a. NATO PFP IMS:

(1) NATO IMSs from countries listed in paragraph 10-23a(3) and PFP countries with a ratified SOFA and deposit with the U.S. State Department receive the same medical and dental care as U.S. military personnel.

(a) NATO/and eligible PFP IMSs are not charged for medical and dental outpatient care, medical examinations, or immunizations.

(b) For NATO/and eligible PFP IMSs under FMS, inpatient care in the United States will be provided on a full reimbursable basis (FRB). Charges will be collected either from the FMS case if a medical service line has been included, the IMS, or the foreign government. (See table 10-1)

(c) For NATO/and eligible PFP IMSs under IMET, inpatient care in the United States will be provided on a

reimbursable basis chargeable to IMETP. IMET rates and billing procedures are as prescribed in MILDEP regulations. (See table 10-1)

(d) For NATO civilians under FMS/IMET see table 10-2.

(e) NATO/and eligible PFP IMSs are not authorized medical care under CHAMPUS.

(f) Dependents of NATO/and eligible PFP IMS authorized same care (except CHAMPUS inpatient care) as U.S. Military dependents.

(1) Authorized accompanying dependents are not charged for outpatient care, medical examinations, or immunizations. (See table 10-3)

(2) Inpatient care in the United States will be provided on a full reimbursable basis. Charges will be collected either from the IMS or the foreign government.

b. Non-NATO IMET IMSs and civilians may be provided medical care on a space-available basis when facilities and staffing permit. (See table 10-4)

(1) Outpatient and inpatient care, immunizations, and medical examinations will be provided on a reimbursable basis chargeable to the IMETP. Rates and billing procedures are as prescribed in MILDEP regulations.

(2) Dental care will be provided only on an emergency, reimbursable basis.

(3) Authorized accompanying dependents may be provided medical care on a space-available basis when facilities and staffing permit.

(a) Outpatient and inpatient care, immunizations, and medical examinations will be provided on full reimbursable basis.

(b) Charges will be collected either from the IMS or the foreign government.

c. Non-NATO FMS IMSs and civilians may be provided medical care on a space-available basis when facilities and staffing permit. (See table 10-5)

(1) Outpatient and inpatient care, immunizations, and medical examinations will be provided on a full reimbursable basis. Charges will be collected either from the FMS case if a medical service line has been included, the IMS, or the foreign government.

(2) Dental care will be provided only on an emergency, reimbursable basis.

(3) Authorized accompanying dependents may be provided medical care on a space-available basis when facilities and staffing permit. (See table 10-6)

(a) Outpatient and inpatient care, immunizations, and medical examinations will be provided on full reimbursable basis.

(b) Charges will be collected either from the IMS or the foreign government.

d. IMSs are not authorized medical care under CHAMPUS.

e. A dental emergency is a situation where dental treatment is needed for relief of painful or acute conditions. Installation dental surgeons are authorized to include in the concept of a dental emergency care that is required to keep IMSs progressing in their studies.

f. Authorized accompanying dependents are not authorized medical care under CHAMPUS with one exception. Authorized accompanying dependents of NATO IMSs are authorized CHAMPUS care on an outpatient basis only.

g. Authorized accompanying dependents may be provided dental care only on an emergency basis.

10-48. Hospitalization

a. When an IMS requires hospitalization as a result of illness or injury, the training installation or the hospital will immediately send a priority message to the MILDEP with information copies to the SAO, unified command, and other agencies in the chain of command as appropriate. The notification will include all pertinent information concerning the IMS's condition as well as a prognosis.

(1) When, in the opinion of U.S. medical authorities, the hospitalization or disability will prevent continuation of the training for more than 30 days, the IMS will be returned to the home country as soon as practicable. The installation commander will notify the MILDEP by message and request disposition instructions.

(2) When the IMS is scheduled for consecutive training beginning before the expected date of release from the hospital, the next training installation will also be made an information addressee.

b. When an IMS's authorized dependents are hospitalized due to illness, injury, a condition which affects IMS's training, has political implications, or will result in excessive medical charges, the training installation commander will send a message to the MILDEP and appropriate agencies in the chain of command. The notification will include all pertinent information, prognosis, estimated charges and whether or not the medical conditions will preclude the IMS from successful completion of his or her training.

c. MILDEP medical facilities will retain IMS in-patient records, as required, and will insure a copy is included in the IMS medical records returned to the country.

10-49. Emergency civilian medical care

a. If emergency treatment or medical services are required from civilian sources for IMSs, the following procedures apply:

(1) For IMET IMSs, the IMSO will—

(a) Notify the nearest DOD medical activity.

(b) Obtain from the civilian medical facility three copies of the bill for treatment and services, including a statement signed by the doctor that reads as follows: “I certify that the above services are necessary in treatment of the above named individual, that services were as stated, and that charges are not in excess of those customarily made in this vicinity.”

(c) Annotate the bill or attach a statement giving the name of the DOD medical activity notified of the need for emergency civilian medical care.

(d) Forward the bill, civilian medical statement, and three copies of the IMS’s ITO to the appropriate MILDEP for payment.

(2) For FMS IMSs, payment for emergency treatment is chargeable either to the FMS case, the IMS, or the foreign government. Item 12b of the ITO will indicate the method of payment. If the foreign government is to pay, the civilian medical facility should forward an itemized bill directly to the foreign representative in Washington. If payment is to be charged to the FMS case, the bill should be forwarded to the appropriate MILDEP activity.

(3) For IMSs covered under a reciprocal Health Care agreement that includes supplemental care between the U.S. and the IMS’s country the cost is absorbed by the medical activity providing the care.

b. Dependents of all IMSs must pay for civilian medical treatment. Reimbursement will be made by the IMS or the foreign government.

c. Civilian medical care is expensive and in many cases will not be undertaken by civilian agencies without some guarantee of payment. For those IMSs and dependents in a(2) and b above, the country should provide the IMS with written instructions to cover required civilian medical services.

10-50. Subsistence

a. All dependents, officer, civilian, and FMS enlisted IMSs are charged for hospital rations. Collections are made as follows—

(1) IMET officer and civilian IMSs pay locally.

(2) FMS officer, civilian, and FMS enlisted IMSs pay locally or costs are charged to the FMS case or the foreign government.

(3) Dependents pay locally.

b. No collections are made from IMET enlisted IMSs. Food costs are included in the medical care rate chargeable to the IMETP.

10-51. Constraints

a. Elective and definitive surgery. Elective medical, surgical, or dental care is that type of care desired or requested by the individual or recommended by the physician or dentist which, in the opinion of professional authority, can be performed at another time or place without jeopardizing the health or well-being of the patient. The overall policy regarding elective and definitive surgery is that moderation should prevail, except for bona fide emergency situations. SAO personnel will not imply to an IMS that U.S. DOD medical activities will be available for cosmetic or remedial surgery.

b. Prosthetic devices. Prosthetic devices such as hearing aids or orthopedic footwear are not authorized for issue to non-NATO IMSs. Eyeglasses may be furnished to non-NATO IMS when necessary for the IMS to perform his or her assigned duties but only when eyeglasses are not available through civilian sources. Thus, it is unlikely that eyeglasses will be provided from USG resources to non-NATO IMSs in CONUS since eyeglasses are usually available from local sources such as an exchange or a civilian optometrist.

10-52. Immunization before return to homeland

The IMSO of the last training installation will ensure that the immunization requirements of the WHO are met before the IMS’s arrival at the POE for return to the home country. This information can normally be provided by local installation dispensary personnel.

Section VI

In-country Pre-departure Briefings and Training Installation Briefings for International Military Students

10-53. In-country pre-departure briefing-general

a. Proper preparation of IMSs for U.S. training can create a favorable attitude toward achieving the objectives for

which they are being trained. Therefore, a thorough pre-departure briefing is essential for each IMS selected for U.S. training.

b. Each SAO will ensure that IMSs selected for training at DOD installations receive a thorough oral pre-departure briefing. In addition, whenever possible, a written outline of the briefing with specific notes or examples in the IMS's native language will be given to the IMS for retention and future reference. In those exceptional cases when it may be impossible to brief the IMS orally, the SAO may provide a written pre-departure briefing package for delivery to the IMS. Pre-departure briefings will be updated and modified as required, based on the comments of returning IMSs about their experiences in the United States.

10-54. In-country pre-departure briefing content

The SAO will ensure that all areas of concern to the IMS are covered in the pre-departure briefing. Also, each IMS and orientation tour participant will be given an explanation of the IP and its objectives before departing for the United States. (See chap 11 for information on the IP and its objectives.) The briefing will include the following—

a. *MILDEP training organization overview.* Give IMSs a brief description of the organizational structure of the MILDEP to which they will be assigned for training. Emphasize the commands, schools, and geographic locations where IMSs will receive training.

b. *Passports and visas.* Inform IMSs of their personal responsibility to obtain any required in-transit visas and other passport documentation from their embassies before leaving the last U.S. training installation.

c. *Travel.* Advise IMSs that transportation, when provided at USG expense, is by the mode and routing most advantageous to the USG and that special routing will not be made for individual benefit. The SAO will explain travel arrangements in detail. IMET IMSs must obtain statements verifying any delays at transportation terminals.

(1) Make IMSs aware of the different means of transportation that may be required to travel to their training assignments. For example, when traveling by train or air, some interservice transportation may be required, such as taxis or limousines. IMSs must use the most direct route and should ask for the cost before departing. Receipts for such services must be retained by the IMS to present to the finance officer making any living allowance or transportation payments.

(2) Explain to IMSs that they should wear their uniforms while on official travel, unless wearing civilian clothing is required by the IMS's country or the USG. Wearing the military uniform will help U.S. citizens and military personnel recognize IMSs as visitors so they may receive special attention.

(3) IMSs entering the United States must present their passports or ITOs to the immigration authorities to receive an entry permit. Passports and ITOs must be kept on the person at all times while traveling.

(4) Health, immigration, and customs officials are located at the POE. For a health inspection, the individual must show the International Certificate of Immunization. Immigration officials will stamp the passport or ITO and issue an entry permit; the customs inspector will require a customs declaration. In this regard, each individual will bring items for personal use only. Merchandise for resale or for gifts is subject to a duty tax.

(5) IMSs arriving at McGuire AFB, NJ; Charleston AFB, SC; and Travis AFB, CA, will be met and assisted by a U.S. military representative. IMSs arriving at the John F. Kennedy International Airport, NY, and San Francisco International Airport, CA, are normally met by a U.S. military representative if advance notification has been furnished by the SAO. However, if IMSs are not met, they should be instructed to contact Fort Hamilton, NY, or Travis AFB, CA, for assistance.

d. *Baggage.* Thoroughly explain the baggage policy to each IMS. (See chap 8.) No exception to this policy will be made.

(1) IMET baggage allowance is a total of 140, 210, or 280 pounds as applicable. Excess baggage is the weight over that permitted by the carrier and should not exceed the total authorized.

(2) IMSs may bring into the United States, duty-free, only items required for personal use by themselves or their families. On their return home, no duties are imposed on necessary personal belongings taken out of the United States. These items, however, may be subject to home-country duties.

(3) Discourage IMSs from bringing firearms with them to CONUS. However, when IMSs choose to bring ammunition, handguns, shotguns, or rifles for sporting purposes, they will be advised that they are subject to Federal, State and local law regulations. Compliance is without exception; failure to comply can result in confiscation of firearms by authorities or possible administrative or judicial action.

(4) Advise IMSs to mark each item of baggage with the address of their first training installation. Additionally, one copy of the IMS's ITO should be placed in each piece of baggage to help locate the owner if the baggage is lost, misrouted, or misplaced.

e. *Reporting to the training installation.* Advise IMSs of the following—

(1) IMSs will comply with the report date as shown in item 8 on the ITO. Reporting earlier or later than the report date causes administrative and academic problems at the training installation. This could result in IMSs being denied admission to training.

(2) IMSs training at a military installation will usually be met by a representative of the installation at the local

airport, rail, or bus station when advance notice of the arrival has been received. If the IMSs are not met, they should call the training installation IMISO or duty officer for assistance.

(3) Since IMSs reporting to a civilian installation may sometimes not be met, they should be briefed on what action to take.

f. IMISO. Tell the IMS that the IMISO will assist him or her. If problems or complaints arise, the IMS should bring them to the IMISO's attention.

g. CLO. Explain the role of the CLO, a foreign officer in the U.S., who will supervise and administer the IMSs from his or her country. Some of the CLO's responsibilities are as follows:

- (1) Monitor the IMS's adherence to regulations.
- (2) Advise the training installation commander of national customs and habits.
- (3) Help IMSs become acquainted with the installation and the training program.
- (4) To take disciplinary action and make disposition of IMSs as authorized by his or her country.

h. Clothing. Advise IMSs of the general climatic conditions within the geographic areas where they will be receiving training. Actual clothing requirements will vary depending on the assigned training area; changes in training locations may change the clothing needs of the individual. Advise IMSs that they may use DOD clothing sales stores at U.S. military installations. All U.S. insignia must be removed before wearing U.S. military clothing.

(1) The recommended minimum for military clothing is as follows:

- (a) Two complete winter uniforms and four complete summer uniforms.
- (b) One raincoat.
- (c) One winter topcoat or jacket (if appropriate).
- (d) Two work uniforms (if appropriate).
- (e) One pair of work shoes (if appropriate).
- (f) Other necessary items such as dress shoes, socks, underwear, caps, and military insignia.

(2) The requirement for special clothing and equipment for IMSs is significant for some courses. This is especially true regarding flying training. The SAO must determine these requirements well in advance and advise the prospective IMS.

(3) Explain the custom in the United States of military personnel wearing uniforms only during duty hours, although uniforms may be worn at any time. Unless the wearing of civilian clothing is required by the IMS's country or the USG, emphasize the requirement for wearing the appropriate military uniform of the IMS's country when traveling from the home country to training locations and from training locations to the home country.

i. Money. Explain the American monetary system to IMSs. This may require considerable explanation depending on the country and the IMS's familiarity with the American monetary system. Make a comparison between expected prices on general commodities and the cost relationship between those items in the IMS's country and the same items in the United States. Also, discuss the following points with the IMSs:

(1) IMSs should have in their possession upon entry into the United States sufficient funds to cover expenses for a minimum of 30 days. Point out that banking facilities and travelers' checks may be conveniently used during the stay in the United States. Explain the travelers' check and personal checking account custom followed by most U.S. personnel. Large amounts of cash should not be carried by the IMS.

(2) All IMSs will be concerned with payment procedures-how they will be paid, when they will be paid, how much will be paid them, and whether per diem will be authorized. Most countries pay their IMSs an allowance in addition to their regular pay; some pay less than the normal allowance. Most IMET IMSs will receive a USG living allowance. Based on country-to-country agreements, some IMET IMSs will either receive a partial allowance or nothing at all paid by the USG; therefore, explain payment procedures in detail.

(3) IMSs will obtain certificates of non-availability of Government quarters and messing facilities from the training installation when required. They will keep a complete record of all travel, including dates of arrival and departure at various locations and modes of transportation used. This information is the basis for travel and living allowance payments.

(4) IMET IMSs should always retain copies of vouchers that must be provided to U.S. finance offices making payments against their orders. This is especially true for tour participants for whom no intermediate orders are published to indicate the date they were last paid living allowances. Unless the participants can furnish the last paid voucher to the next finance officer, they will have difficulty in receiving their living allowances. IMSs whose governments require a record of payments received must maintain vouchers for that record since training installations cannot furnish the information at a later date.

j. Power-driven vehicles. When IMSs buy power-driven vehicles in the United States, make them aware of ownership responsibilities. As a condition to registration, IMSs must purchase public liability and property damage insurance in the amount required by the IMS's country or the amount required by United States, State, or local law, or the training installation, whichever is higher. There are varying requirements among the States. Insurance costs vary, depending upon area and company; however, the IMS should be prepared to pay a substantial amount per year for insurance. IMSs may be required to obtain a U.S. driver's license under State laws. An international driver's license

will generally facilitate obtaining insurance and installation decals. An outline of traffic laws is usually available at the installation security and law enforcement office.

k. Standards of conduct. Advise IMSs that they will be required to conduct themselves in a manner that will bring credit to themselves and their country. Standards prescribed for counterpart DOD personnel with regard to duty hours, off-limit establishments, travel distance limitations, military courtesy, financial responsibility, and military bearing also apply to IMSs while in training. Stress the requirements of military appearance, especially hair grooming. IMSs will maintain these standards; failure to do so or the committing of an act that would bring discredit to themselves or to their country could result in withdrawal from training and immediate return to the home country.

l. Dependents. Except for expressly designated courses or training, encourage IMSs not to have their dependents accompany or join them during their training period outside their country.

(1) Except for those courses specifically identified by the MILDEP, the administration of IMSs is geared to IMSs without dependents. IMSs with dependents are invariably confronted with problems that interfere with their training and their timely movement between the station and the port. Training programs, movement schedules, and reporting dates will not be altered to meet the special requirements of IMSs with dependents.

(2) USG housing is normally not available and is not guaranteed to IMSs with dependents as there is a critical shortage of this housing. Civilian housing is generally distant, expensive, and difficult to obtain. The increased IMET living allowance for authorized accompanying dependents is only authorized for the specific categories of IMET IMSs outlined in table 9-1, note 4.

m. Military status. Advise IMSs that they will be treated in the same manner as their U.S. MILDEP counterparts of equivalent grade. No training program will be arranged to treat the many IMSs in exactly the manner to which they are accustomed. IMSs are accorded the same privileges and, therefore, assume the same responsibilities as U.S. personnel. Although IMSs are not subject to U.S. military law, they do remain under the criminal and civil jurisdiction of U.S. Federal and State laws. They also remain under the jurisdiction of the military authorities from their own countries.

n. Military, social, and athletic privileges. Ensure that IMSs understand that clubs for officers, noncommissioned officers, and enlisted personnel on most training installations are supported by the members and not by DOD funding. On some training installations, IMSs are authorized membership without charge, while at others a small monthly payment is required. Clubs generally provide dining rooms, bars, cocktail lounges, game rooms, reading and television lounges, snack bars, and swimming pools. Most training facilities also have areas where IMSs can play golf, basketball, football, soccer, volleyball, and softball. Roller skating rinks, gymnasiums, tennis courts, and libraries are generally available. Movies are normally shown nightly for a nominal price at theaters located on the training installation.

o. Medical care in the U.S. is expensive. Make the IMS aware of the provisions of chapter 10, section V, particularly in regard to medical care charges, charges, and collections for IMSs and their authorized dependents. When the IMS's training will exceed 90 days, recommend the IMS purchase health insurance to cover potential medical charges.

p. Military courtesy. Explain to IMSs that they are required to observe universally recognized military courtesies.

q. Student and instructor relationship. Advise IMSs that an instructor in a DOD facility is responsible for maintaining control of a training situation at all times, even if an enlisted instructor is teaching senior personnel or officers. The rules of conduct apply equally to all IMSs; any breach of etiquette or protocol will be brought to the attention of the appropriate IMSO.

r. Cultural differences. Make the IMS aware of customs and beliefs that are markedly different from those of the United States to avoid embarrassing situations. Also, mention the behavior pattern of Americans, their spirit of independence, and their freedom of action in matters such as religion and politics.

s. Quarters. Advise enlisted IMSs that they must help keep their quarters clean. Such housekeeping duties are normal and must be carried out. Officers normally live in unaccompanied officer quarters that are divided into single or double rooms, with custodial service provided at a nominal cost. Most quarters contain washing machines and a lounge where the IMS may read or watch television. All quarters are adequate and are centrally heated.

t. Military meals. Advise IMSs that military dining halls usually are not equipped to accommodate special requests for national dishes. However, attempts are made to accommodate religious dietary habits at installations with large numbers of IMSs. There will be no increase in living allowances if IMSs refuse, for any reason, to eat food served in military dining halls.

u. ITOs. Explain in detail the use of the ITO for identification, itinerary, payment, medical services, baggage limitations, and authorization of dependents. This is necessary since many IMSs have little or no knowledge of the importance and use of their ITOs. Also, stress the need to retain the original ITO and sufficient copies explaining that

the ITO is the controlling document for the training and administration of the IMS. The IMS will be authorized only the training and privileges as stated in the ITO or any amendments.

v. *Leave policy and delay en route.* Ensure that IMSs understand the policies and regulations concerning leave and delay en route. Cover the following points:

- (1) IMET living allowances are not authorized during a delay en route.
- (2) Authority for a delay en route must be included in the ITO.
- (3) For tour participants, a delay en route may be authorized only from the last point in their itinerary to the CONUS POD.
- (4) Policies concerning stopover in other countries en route to the home country should be carefully explained.
- (5) Delay en route will automatically be terminated upon arrival at the POE. (IMSs with approved delay en route sometimes report early to the POE wanting to receive accrued living allowances, store their baggage, and continue their delay en route. POEs are not staffed to administer such services.)

w. *Military records.* Advise IMSs that when they move between training installations that their military records are kept by various offices. For that reason, they will be asked to execute in- and out-processing forms when they report to or depart from training installations. All records will be transferred by the training installation except for medical records, which the IMS hand-carries. Training installations are authorized to transfer medical records with other documents if deemed advisable for processing or administrative purposes.

x. *Requests for changes to training.* Inform IMSs of what training they are scheduled to receive. Also advise them that they are not to contact representatives of the training installation to arrange unprogrammed training. Any requests for changes to training, as contained in item 8 of the ITO, must be processed through SATP channels.

y. *Postal facilities.* Advise the IMS to contact the nearest post office on postal rates or other postal problems. IMSs should inform their families and friends that certain articles (for example, meat and food products) are prohibited import into the United States and that any package containing such items must be returned at the sender's expense. A list of prohibited or restricted items will be prepared both in English and in the local language.

z. *Tax-free merchandise.* Emphasize that purchases of tax-free merchandise will not be abused, especially as they pertain to alcoholic beverages that may be purchased only for personal use.

aa. *Off-duty employment.* Indicate that IMSs and their alien family members are not permitted to engage in employment.

ab. *Religious services.* Explain to IMSs that religious services for most faiths are available at training installations or in the local community.

ac. *CONUS course entry ECL testing.* All direct-entry IMSs (except from countries exempt from all ECL testing requirements) will be administered the CONUS course entry ECL test within 3 to 5 calendar days after the IMS's arrival at the first training location. This also includes IMSs from those countries granted a waiver from in-country screening ECL testing.

ad. *Instructional material.* Advise IMSs that personal items and household goods will not be packed or shipped as instructional material.

10-55. Training installation briefing

As a complement to the in-country pre-departure briefing, the IMSO will also brief IMSs as soon as possible after IMS arrival at the training installation. The IMSO will ensure that all elements of concern to the IMS are covered in the briefing with special attention to chapters 10 and 11 of this regulation. The briefing will include the following—

- a. IMSO-duties and functions.
- b. Policy and regulations-Privileges; restrictions; conduct, appearance, and grooming; medical and dental care; identification cards.
- c. Legal status-Applicability of Federal and State laws; indebtedness; shoplifting; purchase of duty-free, tax-exempt liquor and the penalties for abuse; passports and visas.
- d. Training program-ITO governing document; unprogrammed training; officers in enlisted courses; elimination

from training for cause; meeting schedules and appointments; English language testing; clothing and equipment; release and shipment of instructional material.

- e.* IP-Program objectives and activities.
- f.* Conduct and personal appearance-Grooming standards; cleanliness; morale problems; military discipline and courtesies.
- g.* Student and instructor relationship-Male; female; officer; enlisted; civilian; minority instructors.
- h.* Travel-arrangements; accommodations; baggage allowance; delays en route; travel schedules.
- i.* Power-driven vehicles-Purchase; registration; insurance; operation; travel; laws.
- j.* Living allowances-Authorized amount; payment schedule, if proper.
- k.* Dependents-Authorization; housing; cost of living; medical care benefits, charges, payment procedures and health insurance.
- l.* Currency-Monetary exchange; banking.
- m.* Mail-Postal facilities; official and personal mail.
- n.* USG quarters-Occupancy; duration, housekeeping; custodial fees.
- o.* Firearms-Purchase; possession; transportation.
- p.* Employment-Restriction against IMS and alien family members being employed during their stay in the United States.

Section VII

Department of the Army

10-56. Biographical data

Submission of biographical data for enlisted personnel is optional except for those selected to attend the Sergeants Major Academy.

10-57. Arrival and departure arrangements

- a.* The following actions are taken by IMSOs:—
 - (1) IMSOs should use the Training Activity Program Roster (TAPR) for planning purposes in advance of student arrival. This document is produced and sent to installations each month by SATFA. Those activities having access to WANG ADP will generate this document via tie-in to SATFA. The TAPR includes courses presented at each installation with a listing of training the student will attend along with reporting dates.
 - (2) As soon as projected IMS arrival has been determined by information provided by the TAPR, the IMSO will send advance information packets to the SAO of each country for issue to the designated IMSs. These packets should be sent as early as possible, but not later than 60 days before student's projected arrival. These packets should contain information that is interesting and useful to a student traveling to the U.S. for the first time. Items that should be included are: general information about the installation; maps of the local area; estimates of living costs; types of clothing required; housing facilities and availability; information concerning family members; amount of American currency required for the initial period; a general address for forwarding mail to the U.S.; and reporting instructions. Be sure to include instructions to the SAO on procedures to be followed in early notification of the IMS travel itinerary, and also instructions to IMS on reporting in the event he/she is not met at the arrival point. In addition, a special text containing the terminology peculiar to the course should be included to help the IMS prepare for the training. This information packets provide most IMSs their first insight into U.S. military training and are indispensable in their orientation.
 - (3) Initiation of Student File. The IMSO will receive an arrival notice, ITO, and biographical information prepared by the SAO for officer IMS 7 to 10 day prior to the student arrival date. This information should be placed in a student file and put into a "pending" category. The TAPR should be routinely screened weekly to determine reporting data available for each IMS. If arrival information is not available 15 days before a student's report date the IMSO should communicate by message directly with the appropriate SAO. The IMS office should notify SATFA if a particular country is habitually late with student arrival information. If the IMS does not arrive as scheduled, the IMSO should call the appropriate desk officer at SATFA.
 - (4) Student Arrival at Installation. The IMSO or designee should take the IMS(s) to the Visiting Officer Quarters (VOQ) or other quarters, give them welcome packets, and tell them when they will be picked up to begin in-processing. If possible, IMSs should be given time to rest and provide basic subsistence for the first few hours on the installation. IMS office staff should have information available on items of local interest, such as special events, bus schedules, taxi rates, hotels, and local community organizations established to assist IMSs. If IMSs have religious or national dietary requirements, the person meeting them should provide them with a list of local restaurants that meet these requirements. If the sponsor is available, he or she can be of great assistance during this time.
 - (5) Billeting arrangements. IMSs should be housed in the same quarters as U.S. students, rather than in separate quarters or language groups. If IMSs from several countries are at the same training location and U.S. personnel cannot be billeted with them, the students should be quartered in heterogeneous groupings. If possible, IMSs should occupy

unaccompanied personnel housing equivalent to that for U.S. personnel of the same rank. If students are to stay at VOQs, the IMS office should notify the VOQ prior to the students' arrival.

(6) The IMS office should provide sponsors with student arrival dates, country notes/culture-grams, and background information on the student. If possible, the IMSO should arrange for the sponsor to meet with the IMS during in processing, particularly if the student is accompanied by family members.

(7) Departure. Advise the IMS to report to the IMSO in sufficient time before departure to ensure that arrangements for transportation to the airport, final pay, tickets and baggage are complete. Make sure the driver/escort personnel are aware of all requirements and that vehicle requests have been made.

(8) Port calls. See AR 55-46, for requesting port calls for IMSs returning to their home countries.

(9) Shipment of Instructional Materials. The IMSO assists students in packing, labeling, and shipping material, and ensures that no personal effects are packaged with the instructional materials. Students who wish to send instructional materials over their authorized weight allowance must do so at their own expense.

(a) Refer to student's ITO to make sure that the correct address is included on the mail label. Failure to refer to the ITO is the main cause of misrouted RIM.

(b) Each RIM container will be clearly marked in the lower left-hand corner of the label showing the student's ITO number, WCN, and FMS case, if applicable.

(c) To comply with postal regulations that prohibit the mailing of items through APO/FPO/EPO channels to foreign nationals/governments, do not include the student's name on the outer label.

(d) Place a copy of the student's ITO inside of each package of RIM.

(e) Include in your IMS departure message to the SAO the date the RIM will be shipped.

(10) Other requirements. The IMSO ensure that the IMS has returned any equipment issued, and that the IMS ID card and meal card, if any, have been turned in. The ID card should be turned in at the last training site.

b. The following information applies to guest instructors at USARSA:

(1) Each guest instructor will be assigned a U.S. sponsor from USARSA assets. The sponsor will assist the instructor during inprocessing and throughout his or her tour with the school. A thorough orientation of the local area and services available will be provided.

(2) USARSA will provide transportation from the local point of arrival to the instructor's temporary or permanent quarters. Transportation may be provided for a reasonable period of time, normally 1 week, while the instructor in-processes and purchases a POV.

c. When the SAO notifies USARSA of the guest instructor's travel itinerary, USARSA will arrange temporary housing to accommodate the instructor and his or her family. If the ITO precedes the instructor, USARSA is authorized to apply for Government housing in his or her name. BOQ reservations may be made for unaccompanied instructors based on the above notification.

10-58. IMSO responsibilities

a. The name, office, and telephone number of CONUS IMSOs will be reported to Director, SATFA, ATTN: ATFA-R, Building 139, 173 Bernard Road, Fort Monroe, VA 23651-1003.

b. At USARSA, the duties and responsibilities of the IMSO and CLO will be accomplished by the commander of the school battalion.

c. IMSO responsibilities fall into three categories, which are not mutually exclusive:

(1) *IMSO administrative and support functions.* These are clearly delineated throughout chapter 10 of this regulation. The orientation program is critical for IMS.

(a) Presentation on HIV/AIDS.

(b) Role of women in the U.S.

(c) Prevention of sexual harassment.

(2) *IMSO training functions.* These include—

(a) Briefing IMSs on general U.S. Army training procedures, to include the U.S. Army honor code, small group instruction, practical exercises, field training exercises, dealing with NCO, female and civilian instructors, use of training schedules, and other topics which will assist IMSs in fitting into their courses.

(b) Monitoring academic progress of IMS throughout their stay at the installation. This requires constant coordination with instructional departments and getting help early for IMSs that may experience academic difficulties.

(c) Ensuring that U.S. students in courses with IMSs are briefed on the SA program.

(d) Ensuring that instructors are briefed on the SA Program and on working with IMS.

(e) Implementing an academic or in-class sponsor program, including briefing both IMSs and academic or in-class sponsors on their responsibilities.

(3) *IMSO Informational Program functions.* These are detailed in chapter 11 of this regulation.

d. Training and orientation opportunities for IMSOs and their staffs include (1) through (5) below. Except for the

SAM-TO Course, the costs of these orientations, visits, and conferences should be charged to TDY funds captured in the course tuition costs. If such funds are not available, costs for these activities may be charge to IP funds.

(1) A 1-week course, the SAM-TO (Training Officer) Course conducted at the Defense Institute for Security Assistance Management (DISAM) at Wright-Patterson AFB, Ohio. DISAM provides a fund cite for each attendee.

(2) An orientation visit to SATFA will be scheduled shortly after assignment as an IMSO.

(3) Conferences and regional reviews conducted as needed by SATFA for persons involved in the training, administration, and orientation of IMSs.

(4) Liaison visits to other installations to exchange ideas and information.

(5) The 1-week cross-cultural course, conducted at Hurlbert Field, Florida.

10-59. Academic reports

a. Academic reports should accurately reflect IMS achievement and performance. DD Form 2496 (International Student Academic Report) will be prepared for IMSs upon completion of each course of instruction (except preparatory courses). If the installation commander determines that the same academic and grading standard can be applied to follow-on courses at that school, one academic report will be prepared for that series of training. (See fig 10-4 for preparation instructions and figure 10-3 for a sample of the completed form.) If an IMS has follow-on training at another installation, a copy of the academic report for the previous training will be forwarded to the next installation for information and guidance.

(1) Academic reports on IMSs will be forwarded within 60 days after graduation and distribution as follows—

(a) The SAO will receive the original and two copies. The SAO will release academic reports to foreign governments as proper. The SAO will consider the possible political or military implications of the academic report.

(b) As an exception to (a) above, the foreign government may choose to have academic reports (one copy) for FMS IMSs delivered to the CLO or to the country's embassy in Washington, DC. In such cases, the foreign government must forward an official request through the SAO to SATFA.

(c) Commander, USARPAC, ATTN; APOP-IM, Fort Shafter, HI 96858-5100 (for IMSs from PACOM area only), will receive one copy.

(d) The follow-on training installation will receive one copy.

(2) The distribution list will not be shown on DD Form 2496.

b. A USARSA academic report will be prepared for all IMSs attending USARSA courses 8 weeks or longer in duration and copies distributed to the MILGP/SAO.

c. Annual evaluation reports will be prepared by department directors for all guest instructors assigned to USARSA. Suspenses will be maintained by the Personnel Administration Center. Reports will be endorsed by the Commandant in all cases. A copy of the report will be forwarded to the host country, through the SAO, within 30 days of the termination date.

10-60. Casualty report, death, and disposition of remains

a. If an IMS under DA sponsorship dies, the U.S. Army activity at which the death occurs will immediately notify by telephone HQDA (SAUS-IA-DSA), HQDA (SAUS-IA-FL), and SATFA (TRADOC staff duty officer, AV 680-2256, commercial 804-727-2256). SATFA will notify the appropriate foreign attaché; HQDA (SAUS-IA-DSA) will notify the Army Public Affairs Office.

b. The activity will furnish a casualty report according to AR 600-8-1; SATFA (ATFA-R) will be included as an action addressee. HQDA (SAUS-IA-DSA), the major training command, the unified command, and the SAO will be included as information addressees to the casualty report.

c. An investigative report of an accidental death or homicide will be forwarded to the Director, SATFA, Building 139, 173 Bernard Road; Fort Monroe, VA 23651-1003.

10-61. Channels of communication and correspondence

a. At the discretion of the Director, SATFA, direct communication between Army service schools and SAOs is authorized on administrative matters concerning IMSs. Information copies will be sent to the Director, SATFA, ATTN: ATFA-R, and other training commands as appropriate. Initial reports of a disciplinary nature should not include SAO as information addressee.

b. Foreign attaches and liaison offices in the Washington, DC, area are authorized to communicate with HQDA and SATFA. Access to other CONUS commands or schools must be specifically authorized by HQDA (SAUS-FL). Unauthorized telephone or written communication will be referred to the Commander, TRADOC, ATTN: ATCS-D, Fort Monroe, VA 23651-1003, and the Director; SATFA TRADOC; ATTN: ATFA; 173 Bernard Road, Fort Monroe,

VA 23651-1003. HQ TRADOC will report unauthorized communications from non-accredited sources to HQDA (SAUS-IA-FL).

c. As an exception to b above, the following are authorized to communicate with CONUS commands and schools—

- (1) Australian Army.
- (2) British Army.
- (3) Canadian Defense Liaison.
- (4) New Zealand Defense.

d. SAOs of Latin American IMSs and all Latin American military attaches in Washington are authorized to communicate directly with USARSA.

10-62. Clothing, uniforms, and equipment

a. *Organizational clothing and equipment.* Lost, damaged, or destroyed property will be accounted for according to AR 735-11.

b. *Individual flying equipment.* Personal flying equipment issued to an IMS at the initial aviation training facility may be retained throughout the IMS's CONUS pilot training. This equipment will be turned in at the last aviation facility for reissue processing.

c. *Clothing purchases.* The sale of distinctive uniforms or items of uniforms listed in AR 670-1 is prohibited.

(1) Installation commanders may extend to IMS the privilege of purchasing non-distinctive clothing for cash from the clothing sales store. IMSO should tell IMSs about the policy at their installation. Distinctive uniforms or uniform items listed in AR 670-1 cannot be sold to IMSs. When an IMS reports for training, the IMSO should check personal items of equipment and clothing to ensure they are adequate for the prescribed training course. Before commencement of training, the IMSO is required to conduct an inventory of these items, noting any shortages and immediately make provisions for purchase from an on-base source if available. All SAOs have been advised the following minimum clothing allowance must be considered before the IMS is sent to CONUS for training:

- (a) Two complete winter uniforms and four complete summer uniforms.
- (b) One raincoat.
- (c) One winter topcoat or jacket (if appropriate).
- (d) Two work uniforms (BDU) (if appropriate).
- (e) One pair of work shoes (combat boots)(if appropriate)
- (f) Other necessary items such as dress shoes, socks, gloves, underwear, caps, and military insignia.

(2) The use of tuition cost to fund the purchase of personal items of clothing for IMS is not authorized. Exceptions to this policy must be approved by TRADOC. IMSs without sufficient clothing/uniforms, or funds sufficient to purchase these items to meet climatic conditions at the training site are subject to return to country.

(3) Unresolved problems should be brought to the attention of the appropriate SATFA desk officer at the earliest possible time.

d. *Organizational clothing and equipment at USARSA.* For training at USARSA, selected items of personal and organizational clothing and equipment (as prescribed by the school) will be provided by the country concerned. If the country does not have suitable items, they can be purchased by the IMS through normal sales facilities or by funds programmed through SATFA.

e. *Guest instructors.* Guest instructors at USARSA will wear their respective country uniforms for instructional and gala occasions. USARSA will furnish fatigue uniforms, boots, and CTA 50-900 equipment to guest instructors on the same basis that they are provided to U.S. Army instructors.

10-63. Commissary and exchange privileges

a. Commissary store and post exchange privileges will be extended to IMSs and their authorized accompanying dependents according to AR 30-19 and AR 60-20.

b. Latin American guest instructors and their dependents are authorized commissary and exchange privileges on the same basis as U.S. Army personnel and their dependents. Revocation of privileges follows the same guidelines as for U.S. Army personnel and their dependents.

10-64. Dependents

a. Should the commander of the training installation determine that the length and nature of the course and the availability of housing and other amenities support the presence of dependents, he or she may forward a request for approval for a specific course through channels to HQDA (SAUS-IA-DSA), 102 Army Pentagon, WASH DC 20310-

0102, for consideration. If the request is approved, exceptions will apply to all IMSs for the approved course; the increased living allowance will be authorized for those IMET IMSs accompanied by dependents.

(1) Dependents are authorized to accompany IMSs attending the USAWC IFP, NDU IFP, and USACGSC (Course 1-250-C2 and USARSA) and SMA under a above.

(2) Dependent participation is an integral part of the USAWC IFP and the attainment of its objectives as stated in paragraph 4-21. Countries participating in the USAWC IFP are encouraged to send dependents with the IMSs.

b. SAOs will notify training installations 1 month before the arrival of IMSs accompanied by dependents. Names and ages of authorized dependents should be added to the special instructions in the ITO to facilitate administrative/logistical coordination. Failure to give adequate notice may cause embarrassing situations as to initial reception and the availability of quarters and sponsors.

c. Guest instructors at USARSA are authorized to bring their dependents for the duration of their tour. The respective SAO will ensure that authorized dependents are included in item 15 of the ITO. Dependents' status is as defined by AR 600-8-14.

10-65. Graduation, diplomas, certificates of attendance, and awards

a. If an IMS is eligible for early graduation, the school or installation will notify the Director, SATFA (ATFA-R).

b. End-of-tour awards for guest instructors at USARSA will be processed according to AR 672-5-1 as supplemented by Commandant, USARSA.

c. CG TRADOC has instituted a program to recognize exceptional academic performance of IMS. The program consists of the following—

(1) IMSs who rank in top 20 percent of all students in their class shall be presented with special certificates at the graduation ceremony, and the academic reports shall reflect this achievement.

(2) The IMSO at each school will administer the program, to include preparation of certificates.

(3) SATFA will furnish certificates upon request. Local commanders are authorized and encouraged to sign the SATFA certificates for deserving IMS.

(4) The program also applies to international civilian students.

(5) Recognition applies to graded courses. The program is not mandatory for pass/fail, OJT/OBT, or "gentleman's" courses, but can be used if desired.

(6) Any school wishing to grant additional special IMS recognition is encouraged to do so. It is important to remember that IMSs attending military schools face academic challenges far greater than U.S. students, for they must overcome barriers such as language and cultural difference while maintaining academic competitiveness. There is a special accomplishment, as we should recognize it as such.

d. In general IMSs should complete the same requirements and meet the same standards as U.S. students to be awarded a diploma in a U.S. Army course. There are obvious exceptions: Classified instruction is not available to IMSs in most cases, and participation in physical training is not required for IMSs in most courses. IMSs will complete all other course requirements, including field training exercises and blocks of instruction that appear to pertain only to U.S. students. Schools may, with the concurrence of Director, SATFA, substitute appropriate training for Army communicative skills, or other blocks of instruction judged to be of doubtful value to IMSs. Schools should consider exempting IMSs for whom English is a second language from lengthy written assignments. However, an alternative assignment will be provided. Standards are not compromised by allowing IMSs additional time to complete written exams, nor by allowing them to have dictionaries. Flexibility and common sense should prevail when considering course requirements and standards.

10-66. Grooming standards

Installation commanders may be lenient in enforcing personal appearance (that is, haircuts and beards) according to the custom of the country Service. However, if appearance, cleanliness, or conduct causes morale problems, or is not conducive to overall good military discipline, the installation commander or IMSO will bring the problem to the attention of the country senior representative. The IMS should be counseled by a senior faculty member. As a last resort, the problem will be reported through channels to the Director, SATFA; the Director, SATFA, will discuss the problem with the country military attaché or correspond with the SAO.

10-67. USARSA guest instructor identification cards

a. DD Form 2765 will be issued to the instructor and eligible dependents after the school verifies eligibility on the ITO. Section III of the DD Form 1172 (Application For Uniformed Services Identification Card DEERS Enrollment) will be signed by a responsible official in USARSA.

b. At the end of the tour of duty all ID cards issued will be returned to USARSA for disposition according to AR 600-8-14.

10-68. USARSA guest instructor indebtedness

Failure to pay just debts is reason for returning guest instructors at USARSA and dependents to their host countries.

The decision will be made by the Commandant, USARSA. A complete, written report with all the available circumstances will be provided to the host country through the SAO. Request for payment will accompany this report.

10-69. Laundry

The provisions of AR 210-130 apply.

10-70. USARSA guest instructor leave and holidays

- a. Guest instructors are authorized 15 days of leave annually. Instructors serving 18 months will be authorized 23 days; those serving 24 months will be authorized 30 days.
- b. Leave may be taken any time during the tour provided it is approved by USARSA. A DA Form 31 (Request Authority for Leave) will be used to request, approve, and monitor leaves.
- c. USARSA will maintain a leave control log for its guest instructors.
- d. Instructors must use their leave before the end date of their tour with USARSA as reflected in the ITO.
- e. Additional leave after completing the USARSA tour is coordinated by guest instructors with their embassies, military attaches, or home countries. Upon departure from USARSA and after the day of travel, guest instructors fall under the jurisdiction of their embassies.

10-71. Legal status and claims

- a. See AR 27-51 for information about the apprehension and confinement of members of the Australian forces in the United States.
- b. The servicing judge advocate will contact HQDA (DAJA-IO), WASH DC, 20310-2214, for information about the diplomatic or other status of the IMS concerned.
- c. See AR 27-20 for information about claims arising in the United States due to the activities of IMSs from countries that have ratified the NATO SOFA.
- d. See AR 27-20, chapter 11, for the status of IMSs in training. Also see AR 27-20, chapters 3 and 4, for proper party claimant status. See AR 27-20, chapter 3, for baggage claims.
- e. Any incident that may lead to the exercise of some form of jurisdiction by local authorities should be reported immediately, with information copies to HQDA (DAJA-IO), WASH DC 20310-2214, and Director, SATFA, Building 139, 173 Bernard Road, Fort Monroe VA 23651-1003.
- f. The following information applies to guest instructors at USARSA and their dependents:
 - (1) While in the United States, guest instructors and their dependents are subject to the jurisdiction of the U.S. courts, both State and Federal, unless they are exempted by treaty or other specific authority, or have diplomatic immunity. Questions on the jurisdictional status of guest instructors and their dependents will be referred to the office of the judge advocate.
 - (2) Guest instructors usually do not have diplomatic immunity; however, those who believe themselves entitled to diplomatic immunity or other special status should have their claimed status verified. The Commandant, USARSA, will contact HQDA for determination of guest instructor status. As a general rule, a sponsor's diplomatic immunity extends to dependents as well.
 - (3) Guest instructors are not subject to the Uniform Code of Military Justice (UCMJ). Generally no authority exists under which U.S. military authorities may place guest instructors in military confinement. U.S. civil authorities, State or Federal, may apprehend and confine guest instructors and their dependents for breaches of State or Federal law. Except for authorization by treaty, agreement statute, Executive Order, or Presidential Proclamation, Foreign Military Attaches or commanders stationed in this country have no authority to arrest, detain, or confine members of their forces within the United States; nor can they empower U.S. military authorities to arrest, detain, or confine members of their forces. When warranted by urgent circumstances, the Commandant, USARSA, may authorize temporary restraint to prevent bodily harm to guest instructors, their dependents, or other persons, pending arrival of civilian authorities. Such guest instructors and their dependents will be returned to their home country with the written approval of the Commandant, USARSA. UCMJ violations are valid reasons for the Commandant, USARSA, returning a guest instructor to home country. The same holds true for violations of State or Federal laws by guest instructors and their dependents.
 - (4) Information concerning claims arising in the United States from activities of guest instructors and their dependents will be referred to the local judge advocate office. Guest instructors and their dependents have the same status as any proper party claimant under provision of AR 27-20. Establishing U.S. negligence is a prerequisite to the payment of a claim.
 - (5) The Commandant, USARSA, will refer any legal questions concerning guest instructors and their dependents to the local judge advocate. An incident involving guest instructors or their dependents that may lead to or have led to the exercise of criminal jurisdiction by State or Federal authorities will be reported immediately according to HQDA and local directives' provisions for serious incident reporting.

10-72. Name tags

To help identify IMSs' equivalent U.S. rank, IMSs are authorized to wear the equivalent U.S. rank insignia directly below their name tags. This authority is granted as long as the U.S. insignia is not worn for the purpose of representing or impersonating a U.S. officer. The cost of IMSs' U.S. rank insignia is properly chargeable to the IP.

10-73. Passports and visas

Guest instructors at USARSA obtain passports and visas for themselves and their dependents through the SAO.

10-74. Public affairs

- a.* Public affairs activities will be conducted under the provisions of AR 360-5.
- b.* Hometown-type release of stories and pictures of IMSs and visitors are governed by a separate message issued annually by The Adjutant General (TAG).

10-75. Reporting of IMS problems

The Commandant, USARSA, may relieve IMSs for academic deficiencies and for other reasons related to discipline. The Commandant, USARSA, will advise the—

- a.* Respective military attaché of the country concerned.
- b.* SAO.
- c.* Appropriate Service chief of staff of the particular country.
- d.* Commander, SATFA.

10-76. School emblems

IMSs will be presented with a special emblem with an accompanying authorization certificate. The emblem will consist of the distinctive insignia for each school superimposed on a background identical for all schools. The gold-colored metal background consists of a star with rays surmounted by a wreath of leaves encircled by a wavy continuous scroll with the words: UNITED STATES ARMY SCHOOLS. The time of issue for the emblem will be determined by the school commandant. Exceptions to the standard school emblem are authorized for the U.S. Army Command and General Staff College, the U.S. Army War College, and the National War College. In addition, USARSA is authorized to award distinctive USARSA emblems as determined by the Commandant, USARSA.

10-77. USARSA considerations

- a.* USARSA will maintain contact with selected graduates and guest instructors by providing copies of the "Adelante" magazine, a USARSA published professional publication in Spanish.
- b.* The Commandant, USARSA, is authorized to provide survival English language training facilities for guest instructors and their dependents at USARSA.
- c.* Guest instructors at USARSA performing temporary duties serving as escorts for tours, attending seminars and symposiums, serving as guests with units performing training exercises outside the installation, or attending professional development courses will be compensated at the same rates as their U.S. counterparts. Guest instructors are not authorized travel advances.

10-78. USARSA cadets

Latin American cadets at USARSA are considered enlisted personnel and are entitled to the enlisted personnel living allowance.

10-79. Disclosure of classified information

- a.* Classified military information will only be released to IMSs according to AR 380-10(C).
- b.* Disclosure of COMSEC information to IMSs will be addressed on a case-by-case basis according to AR 380-10(C), appendix C. An ODCSINT/ODCSOPS clearance will be obtained for each request for COMSEC training, unless a prior blanket clearance has been granted. All appropriate clearances will be obtained before offering the training to the requesting country.

10-80. Release of maps

Release of maps and related material will be according to AR 115-11.

10-81. Medical and dental care

- a.* IMSs training under IMET and FMS are eligible for care in Army medical facilities under AR 40-3.
- b.* When IMSs require hospitalization, the training installation commander will notify SATFA by message, with

information copies to HQDA, the unified commander, and the SAO. Authority for disposition of the IMS will be furnished by SATFA.

c. Accounting and reimbursement for medical costs, for IMET or when included in the FMS case, will be processed to the U.S. Army Medical Command as a sub line manager for these expenses by SATFA.

d. When emergency civilian medical care is required by IMS, IMSO will forward all billing materials for IMET and FMS (if cost is to be charged to FMS case), to: Commander, U.S. Army Health Services Command, ATTN: MCRM-F, 2050 Worth Road, Suite 9, Fort Sam Houston, TX 78254-6000.

Section VIII

Department of the Navy

10-82. Commencement of training

a. Reporting dates.

(1) The reporting date for the first U.S. Navy course in a training series is the Wednesday prior to course convening date unless otherwise specified.

(2) The reporting date for the first U.S. Marine Corps course in a training series is normally the Friday before course convening date unless otherwise specified. The reporting date for Command and Staff College and Amphibious Warfare School is the date specified in scheduling correspondence (message traffic or STL).

(3) The reporting date for the Naval Command College and the Naval Staff College at NAVWARCOL, Newport, RI, is the date specified in the invitation. These courses have no "cushion" included in class time for administrative processing. It is therefore mandatory that transportation be arranged to allow students to report on the date specified.

b. IMSs reporting for training earlier than as listed in (1) through (3) above will not be accepted officially by the training installation, authorized to occupy USG quarters, issued an identification card, and will not be allowed normal military privileges, unless specifically authorized by competent authority. In cases where an IMS is not in compliance with reporting instructions, the training installation concerned will provide competent authority with the circumstances by message and await disposition instructions. If IMSs arrive in the United States early for purposes of tourism, personal business, or for other reasons not related to SA training, they will be considered as being under the cognizance of their Washington-based attaché or other appropriate U.S.-based foreign national representative. A statement to this effect should be placed in their ITOs. During this pre-reporting period, IMSs will not be under DON sponsorship. In cases where the SAO is aware of such circumstances, competent authority should be apprised as early as possible before the IMSs arrival in the United States.

c. Coast Guard policies for international military student administration are to follow standard DOD/DON guidance; however, differences do exist (that is, wearing of uniforms, dependents, IMSO guidance, disenrollment). The Coast Guard IMSOs will coordinate with Commandant (G-CI) for all SATP matters.

10-83. Biographical data

Biographical data are required for officers taking training in CONUS as indicated in table 10-7.

10-84. Visas

IMSs reporting to the Naval Postgraduate School, Monterey, CA; Naval War College, Newport, RI; and Marine Corps Command and Staff College, Amphibious Warfare School, and School of Advanced Warfighting, Quantico, VA, will be advised that dependents should obtain A-2 or A-3 visas instead of B-2 or B-3 visas as the latter require renewals and fees.

10-85. Security and political screening

a. Security and political screening of IMSs will be accomplished by the appropriate activity before issuing any ITO authorizing DON SA training. ITOs issued to an IMS will specify the level of clearance granted by the IMS's government, if any, and, will fulfill the requirements for security assurances as defined in SECNAVINST 5510.54.

b. If there is some concern that an IMS might be a security risk, full particulars will be forwarded to Navy IPO or MCCDDC as appropriate.

10-86. Dependents

a. Although IMSs are generally discouraged from bringing their dependents to CONUS while attending courses, they are encouraged to bring their dependents while attending the following—

- (1) Naval Command College.
- (2) Naval Staff College for International Officers.
- (3) Marine Corps Command and Staff College.
- (4) Marine Corps Amphibious Warfare School.
- (5) School of Advanced Warfighting.
- (6) Long-term resident postgraduate courses at NAVPGSCOL (excludes those in the aviation safety curriculum and at DRMI).

b. The living allowance rates for IMET IMSs accompanied by dependents will not be increased on the basis of having their dependents with them except for IMET IMSs bringing their dependents to the courses in (1) through (6) above.

c. IMET IMSs who are accompanied by dependents while attending the Marine Corps Amphibious Warfare School at MCCDC, Quantico, CA, and all courses conducted under the auspices of the Naval Postgraduate School, Monterey, CA, with the exception of the Aviation Safety curricula, will receive the higher “dependents authorized” rate as outlined in table 9-1. This rate is applicable regardless of availability of quarters and is payable whether the IMS lives on or off base.

d. IMET IMSs who are accompanied by their dependents while attending senior professional military education courses at the Naval Command College and the Naval Staff College for International Officers at NAVWARCOL, Newport, RI, the Marine Corps Command and Staff College or School of Advanced Warfighting at MCCDC, Quantico, VA, are authorized a special increase in living allowances to cover the additional costs incurred by students attending these senior courses. This allowance is payable as outlined in table 9-1, is applicable regardless of availability of quarters, and is payable whether the IMS lives on or off base.

e. SAOs will notify training installations 1 month before the arrival of IMSs accompanied by dependents. Failure to give such notification may cause embarrassing situations during initial reception and in the availability of quarters and sponsors.

10-87. Clothing and uniforms

Clothing and uniform requirements for DON SA training are outlined in the DON SATP Programming Guide. The expense of these items must be borne by the IMSs or their government except for NAVSCIATTS. All NAVSCIATTS students attending courses that require special clothing such as safety shoes, fire retardant clothing, deck shoes, etc., will be issued these items on their arrival in Panama. The cost for this equipment is included in course costs charged to their government.

10-88. Grooming standards

Training activity commanding officers will expect IMSs to maintain acceptable standards of appearance, conduct, health, and hygiene so as not to affect the discipline or morale of U.S. personnel. The DON SATP Programming Guide provides DON grooming standards. The SAO must make sure that each IMS is briefed on these standards. Foreign personnel enrolled in flying training, or in other training where operational or safety requirements require strict adherence to standards, must maintain those standards or face disenrollment as no waiver will be granted.

10-89. Correspondence procedures

a. SAOs should consult cognizant unified command directives for specific details on their correspondence routing requirements.

(1) For Navy or predominantly Navy-sponsored training, SAOs should address correspondence to NETSAFA with information copies to Navy IPO, the unified commander, and other addressees as appropriate.

(2) For Marine Corps or predominantly Marine Corps-sponsored training, SAOs should address correspondence to MCCDC with information copies to Navy IPO, the unified commander, NETSAFA, and other addressees as appropriate.

(3) For Coast Guard or predominantly Coast Guard-sponsored training, SAOs should address correspondence to COGARD and NETSAFA with information copies to Navy IPO, the unified commander, and other addressees as appropriate.

b. Training activities should address correspondence to NETSAFA for Navy or predominantly Navy-sponsored training, to MCCDC for Marine Corps or predominantly Marine Corps sponsored training, and to COGARD (with an information copy to NETSAFA) for Coast Guard sponsored training. In each instance, information copies should be sent to Navy IPO, the SAO, and other addressees as appropriate.

c. Direct correspondence for routine matters relating to IMS administration is authorized between SAOs and training

activities and between training activities. Training activities may also forward command generated information packages to SAOs for forwarding to prospective students.

d. The "Subject" line of all correspondence relating to DON SA training should contain as a minimum five critical elements - fiscal year of training discussed, type of program (IMET or FMS), country concerned, WCN, and (for FMS training) FMS case designator. Additionally, a short narrative description of the contents and the MASL number (if applicable) may also be included. Examples are as follows—

- (1) "FY00 IMET PROGRAM FOR KOREA, WCN 7501."
- (2) "FY00 FMS TRAINING FOR SAUDI ARABIA, FMS CASE SR-P-TAU, WCN S8701."
- (3) "FY00 IMET PROGRAM FOR SOMALIA, WCNS 201, 202, AND 203."
- (4) "FY00 TRAINING FOR UNITED KINGDOM, FMS CASE UK-P-TDX, WCN S13, USMC COMMAND AND STAFF COLLEGE (P171801)."
- (5) "FY00 IMET PROGRAM FOR COLOMBIA, WCN 21, U.S. NAVY MTT SURVEY (P309001)."
- (6) "FY00 IMET PROGRAM FOR GREECE, WCN 180D, NAVAL GUNFIRE LIAISON OFFICER COURSE (P124265)."

e. When the subject line of record correspondence is not suited to the system outlined in d above, care should be taken to ensure that the subject is clearly identified.

10-90. International Military Student Officer (IMSO)

The commanding officer of each DON command or activity engaged in SA training will appoint an IMSO. The IMSO may be either military or civilian. The IMSO will monitor and coordinate activities for the IMSs' training including implementation of the IP. The IMSO appointed must be tactful and mature, be sensitive to a myriad of cultural differences, exhibit sound judgment, and be able to communicate effectively both orally and in writing. The IMSO is the command's representative to the IMS and the IMSs' representative to the command. As such, the IMSO is the keystone to the IMSs' successful completion of the training program.

a. IMSOs will be appointed for a minimum of 2 years, when possible, and will receive the necessary training to perform this important function. Training of Navy command IMSOs will be coordinated by NETSAFA and training of Marine Corps IMSOs will be coordinated by CG MCCDC CSW.

b. The IMSO's name, office, and telephone number (both commercial and DSN), must be reported to NETSAFA for Navy CG MCCDC CSW for Marine Corps training activities.

c. IMSOs will be responsible for the administration of IMSs while assigned to the training activity.

- (1) IMSOs will maintain biographical records on IMSs (for those courses indicated in table 10-7).
- (2) IMSOs will brief IMSs upon arrival at the training activity. This briefing will be conducted as soon as possible after the IMS arrives. Section VII provides guidelines for the conduct of this briefing.
- (3) IMSOs will maintain IMS records. The IMSO at the first training activity will initiate a training record on each IMS. This record will contain as a minimum the following—

- (a) Copy of ITO, amendments, and endorsements.
 - (b) Application for ID cards for IMSs and their authorized accompanying dependents.
 - (c) Instructor comments on the IMS's performance.
 - (d) A record of courses attended.
 - (e) Academic evaluation reports.
 - (f) Correspondence relating to indebtedness, traffic violations, civil law violations and charges, and other disciplinary incidents.
 - (g) A record of individual counseling given the IMS.
 - (h) A record of DOD IP activities that IMSs either participated in or were given the opportunity to participate in.
 - (i) Other documents as required.
- (4) IMSOs will transmit IMS personal and training records to the gaining training installation.
- (a) IMSOs will transmit the IMS training record to the gaining installation not later than the IMS's graduation date.
 - (b) The IMSO at the last training installation will forward the IMS training record to the SAO. Prior to forwarding the training record, the IMSO will personally review its contents to determine that the record is complete and does not contain sensitive information. After review, the IMSO will forward the records not later than 10 days after completion or termination of all training authorized.

(c) The IMSO at the last training installation will also forward privileged medical records and classified training records to the appropriate SAO for review and disposition. Classified notebooks, workbooks, and similar documents developed by IMSs' attending formal training in the United States will be transmitted to the home service of the IMS through the SAO.

d. IMSOs must report infractions, incidents of a serious nature, or serious medical conditions or emergencies involving either IMSs or their dependents. The initial report will be by telephone followed immediately by a priority message. For Navy-sponsored IMSs, reports will be made to NAVY IPO via the chain of command and NETSAFA. For Marine Corps-sponsored IMSs, reports will be made to CG MCCDC via the chain of command, with information

copies to Navy IPO and NETSAFA. For Coast Guard- sponsored IMSs, reports will be made to COGARD via the chain of command, with information copies to Navy IPO and NETSAFA.

e. IMSOs will be the commanding officer's principal advisor for the IP.

10-91. Identification (ID) cards

Identification cards will be issued to each international military and civilian student undergoing DON SA training, and to each authorized accompanying dependent, by the first CONUS training installation according to the BUPERSINST 1750.10, MCO P5512.11, and other appropriate directives.

10-92. Commissary and exchange service

Commissary, exchange, recreational, and other privileges ordinarily available to U.S. military personnel and their dependents will be extended to international military students undergoing DON SA training in CONUS, and their authorized accompanying dependents, to the extent authorized by the BUPERSINST 1750.10, MCO P5512.11 or other appropriate directives. Privileges extended to civilian IMSs within CONUS are limited to those authorized for DOD civilian employees on TAD to military installations overseas. A guide for entitlement to benefits and privileges is provided as an enclosure to the NAVMILPERSCOMINST 1750.1A and offers specific guidance as to available medical, commissary, exchange, and theater privileges.

10-93. Medical

a. Medical and dental care.

(1) Eligibility for medical and dental care will be determined according to the NAVMEDCOMINST 6320.31.

(2) Details on medical and dental care eligibility, medical and dental certification, physical and psychological training requirements, hospitalization, restrictions to medical care, return of IMS, reimbursement, and immunization prior to return to homeland, are provided in the DON SATP Programming Guide.

(3) When an IMS requires hospitalization as a result of illness or injury, the training installation (or the hospital, if the IMS has been admitted) will send a message report providing details. For Navy students this report will be sent to NETSAFA with information copies to Navy IPO, BUMED, the unified command, the SAO, and others as appropriate. For Marine Corps students this report will be sent to CG MCCDC CSW, with information copies to Navy IPO, BUMED, NETSAFA, the unified command, and others as appropriate. Special reporting requirements for IMS affected with Human Immunodeficiency Virus (HIV) are shown below.

b. Human Immunodeficiency Virus (HIV).

(1) DSCA provides policy for IMSs affected with HIV, sets requirements for HIV testing prior to reporting to the United States for training, delineates under what conditions students may be tested after arriving in the United States, and provides guidelines on the disposition of students who are diagnosed as HIV positive. Once a DON SATP-sponsored IMS is diagnosed as HIV positive, CONFIDENTIAL notification of those (see para b(3) below) who must take action should take place immediately to ensure proper staffing and coordination.

(2) IMSs who voluntarily request HIV screening will be tested, provided that the student's government approves and agrees to assume the cost of such testing. The IMS must also agree to accept the possible consequences of such screening, which may include—

(a) Counseling on the risks of disease transmission, methods of prevention, and IMS agreement not to donate blood.

(b) A comprehensive clinical immunological evaluation at least annually (at the country's expense for FMS students).

(c) Possible return to the home country.

(3) Due to the sensitivity of this issue and the requirement to closely coordinate all action with the State Department, Defense Department, and the Embassy of the country involved, all HIV related incidents involving IMS shall be immediately reported by CONFIDENTIAL message to Navy IPO (02), CG MCCDC (CSW), as appropriate, information CNO (N52), NETSAFA, BUMED, and the activity's chain of command. To protect the confidentiality of the individual, only the country code, student control number (SCN), and the worksheet control number (WCN) will be used. Report shall be made when first diagnosed and when confirmed by the Western Blot Test. The CONFIDENTIAL confirmation message should also contain the results of the medical evaluation for fitness for continued training.

(4) Upon obtaining all required information, and after coordination, Navy IPO, will provide disenrollment and/or final disposition instructions according to one of the following categories:

(a) Students in a progressive stage will have their training terminated immediately and be sent home.

(b) Students who only display serologic evidence of HIV infection will be processed on a case-by-case basis,

depending upon the medical evaluation and the type of training scheduled. Generally speaking, those involved in hazardous training will be terminated, while others may be allowed to complete some phases of their training pipeline.

(5) The above HIV policy does not apply to IMS dependents or to personnel under non-security-assistance sponsored programs. Requests for information on HIV screening policy for international students under non-security-assistance programs should be forwarded to the organization having responsibility for the program.

c. Medical coverage certification required for IMS and authorized dependents attending Naval Postgraduate School (NAVPGSCOL)—

(1) IMS scheduled for attendance at the NAVPGSCOL must certify that medical coverage not provided by the U.S. Government via reciprocity agreements or by the IMET program will be provided for the IMS and accompanying dependents. This certification will be provided to the servicing SAO as a prerequisite for enrollment.

(2) IMS attending NAVPGSCOL are unique in that their length of stay is considerably longer than other U.S. Professional Military Education (PME) courses of study (18 months to 4 years, depending on student's curriculum). Excessive medical costs cause undue hardship on IMS not covered by reciprocity agreements, IMET or the student's government. This medical coverage certification is therefore required to prevent financial calamity for the IMS and to assure prompt payment of medical providers.

(3) The certification must assure coverage for—

(a) Inpatient care, outpatient care, medical examinations and immunizations.

1. Non-NATO IMS and/or accompanying dependents sponsored by the Foreign Military Sales (FMS) Program.

2. Accompanying dependents of a non-NATO IMS sponsored by the IMET program.

(b) Inpatient care provided to—

1. NATO/and eligible PFP IMS and/or accompanying dependents sponsored by the FMS program.

2. Accompanying dependents of a NATO/and eligible PFP IMS sponsored by the IMET program.

3. The certification to the SAO must either—

a. Authorize a medical line in the FMS case sponsoring the IMS and accompanying dependents; and

b. Authorize the establishment of an FMS case for paying medical bills incurred by the IMS or accompanying dependents; and

c. Authorize its embassy in the U.S. to pay medical bills incurred by the IMS or accompanying dependents; or

d. Demonstrate proof of adequate medical insurance coverage for the IMS and/or accompanying dependents.

10-94. Public affairs and information

Current policy regarding public affairs and information is contained in the U.S. Navy Public Affairs Manual and the U.S. Marine Corps Public Affairs Manual.

10-95. Incident reporting

a. Infractions or incident of a serious nature involving either IMSs or their dependents will be reported immediately. The initial report will be by telephone followed immediately by a priority message. For Navy-sponsored IMSs, reports will be made to Navy IPO via the chain of command and NETSAFA info CNO (N52). For Marine Corps-sponsored IMSs, reports will be made to CG MCCDC via the chain of command, with information copies to Navy IPO and NETSAFA. The report will include appropriate recommendations.

b. Due to the sensitive nature of such reports, distribution will be limited to those organizations or activities indicated in a above.

c. The following will be immediately reported as outlined in a above—

(1) Serious breaches of discipline.

(2) Matters involving civil authorities.

(3) Incidents considered to have politico-military implications.

(4) Situations considered outside the purview of local commands or installations.

10-96. Unauthorized absence

When an IMS is on unauthorized absence in excess of 5 calendar days, the training installation will report the absence to local U.S. immigration authorities. NETSAFA (for Navy training) or CG MCCDC (for Marine Corps training) and appropriate elements of the activity's chain of command will be advised of this action. If an IMS fails to return to homeland as scheduled after the completion of training, the IMS will be considered in an unauthorized absence status and reports will be made as outlined above.

10-97. Deaths

If an IMS under DON sponsorship dies while undergoing training with U.S. forces or while traveling in relation to the training, the remains will generally become the responsibility of the DON until return to the home country's custody can be made. Basic guidance is contained in NAVMEDCOMINST 5360.1. Detailed instructions on actions to be taken with respect to the remains will be provided by BUMED after coordination with Navy IPO (for U.S. Navy sponsored

IMS's) or CG MCCDC (for Marine Corps sponsored trainees). Bills for services in connection with the disposition of a deceased IMS under the IMET program will be submitted to BUMED for certifying. Bills will then be forwarded to NETSAFA for addition of the appropriate accounting data before submitting for payment. Bills for services in connection with the disposition of remains of IMSs in IMS training status will be submitted to BUMED for certification and forwarded to the appropriate embassy for payment.

10-98. Disenrollment.

a. In the absence of standard agreements with countries involved in SA training, IMSs cannot be disciplined according to the Uniform Code of Military Justice. Disenrollment is the only disciplinary option available in the case of an IMS who has demonstrated an inability to conform to the rules and regulations at the command where training takes place. Disenrollment is also the only option available in the case of an IMS who cannot succeed academically.

b. Authority to disenroll IMSs will be executed by the Deputy Director, Navy IPO for Navy sponsored IMSs. Authority to disenroll IMSs will be executed by CG MCCDC for Marine Corps sponsored IMSs.

c. Disenrollment of an IMS indicates that the mission of training contracted for under an IMET or FMS training program has not been accomplished. Therefore, disenrollment must be viewed as the last resort. Experience has shown that contact with IMSs by officials of their own government can resolve most disciplinary problems. In many cases such contacts can also have a positive influence on academic problems, especially where the cause may be the IMS's attitude in pursuing the course of instruction. To effect this contact, disciplinary and academic problems must be brought to the attention of SA training points of contact within the chain of command and either NETSAFA or CG MCCDC as appropriate, should be contacted as early as possible.

d. To facilitate the proper documentation, reporting, and resolution of academic and disciplinary problems, the following system will be implemented by all DON activities providing SA training to IMSs:

(1) Warning.

(a) When an IMS indicates nonconformity to established standards of behavior or has failed to achieve required academic progress, the IMSO will formally counsel the IMS concerning these shortcomings. The IMS will be advised of the exact nature of the behavior or performance that has failed to meet established or required standards. The IMS will be advised that an official warning is being provided and that change is required to avoid the IMS's placement on probation (the last stage before disenrollment). The IMS will be advised of the exact nature of the change required, and of the time period the IMS is being given to make the required change.

(b) The IMSO will make an official record of the counseling session and enter it into the IMS's training record. The IMS will be informed that if the required changes in either behavior or academic performance are made within the time period specified, the official record of the counseling session will be removed from the IMS's training record upon the IMS's successful completion of the current course of instruction.

(2) Probation.

(a) When an IMS fails to make the changes in either behavior or academic performance required as a result of being formally placed on warning status, or when an IMS indicates serious nonconformity to established standards of behavior, the IMS will officially be placed on probation.

(b) If an IMS is placed on probation, the commanding officer will formally counsel the IMS. The IMS will be advised of the exact nature of the behavior or performance that has failed to meet established or required standards, that the IMS is officially being placed on probation, that the IMS must change to avoid recommendation for disenrollment, of the exact nature of the change required, of the time period in which the change must occur, and that the IMS's Washington, DC, based attaché or other government official will be notified of this action. These details will be recorded in an official letter to the IMS from the Commanding Officer that will be provided to the IMS during the official counseling session. A copy of this letter will be placed in the IMS's training record and will remain in that record until the IMS successfully completes all CONUS based training. If the IMS's conduct or academic progress so warrants, the IMSO at the last activity or installation providing training to the IMS will remove this letter from the training record prior to forwarding the training record to the SAO.

(c) Navy IPO or CG MCCDC, as appropriate, will notify the Washington, DC, based representative of the IMS's government.

(3) Disenrollment.

(a) When an IMS fails to make the changes in either behavior or academic performance required as a result of being formally placed on probation, or when an IMS exhibits behavior prejudicial to good order and discipline, the Commanding Officer of the training activity is authorized to recommend disenrollment. This recommendation will be made through the chain of command to Navy IPO (info CNO (N52)) for Navy sponsored IMSs and to CG MCCDC for Marine Corps sponsored IMSs. Information copies of any correspondence relating to disenrollment will be provided NETSAFA. The initial report will be by telephone followed immediately by a priority message. The report will include

appropriate recommendations. Copies of all record correspondence relating to disenrollment will become a permanent part of the IMS's training record and will be forwarded to the SAO after the IMS's return to homeland.

(b) Navy IPO or CG MCCDC, as appropriate, will notify the Washington, DC, based representative of the IMS's government.

(c) NETSAFA or CG MCCDC, as appropriate, will provide disposition instructions to the training activity involved. Copies will be provided to Navy IPO, CNO (N52), the unified command, the SAO, and the Washington, DC, based representative of the IMS's government.

10-99. Political asylum

a. Procedures are implemented within the DON by SECNAVINST 5710.22. The U.S. Navy point of contact for implementation of these policies is the Ocean Policy Officer (N514G), Strategy and Policy Division (N51), Office of the Chief of Naval Operations. The U.S. Marine Corps point of contact for implementation of these policies is the Operational Law Branch (JAO), Marine Corps Judge Advocate General Division, Headquarters, U.S. Marine Corps.

b. Distribution of messages concerning this subject should be strictly limited to protect the confidentiality of the IMS. In no case shall a training activity include in-country addresses. Message should be addressed as follows:

- (1) Navy activities should address reports to CNO (N514G), info Navy IPO, NETSAFA and the chain of command.
- (2) Marine Corps activities should address reports to CG MCCDC and CMC (JAO), info Navy IPO, NETSAFA and the chain of command.
- (3) Further dissemination of information will be determined at the SECNAV, CNO or CMC levels.

10-100. Visits

Procedures for the approval of visits by representatives of foreign governments or international organizations to DON commands, activities, or facilities, are outlined in SECNAVINST 5510.54. IMSs desiring to visit a DON command, activity, or facility for a purpose not related to their SA training must submit to Navy IPO a request for such a visit through normal country visit request channels.

10-101. Student control number (SCN) assignment procedures

For accounting purposes, each IMS undergoing training in the United States under DON sponsorship is identified by an SCN. The SCN is a unique number that identifies the IMS for any subsequent training, including training received in later FYs. The SCN enables all training provided to any IMS to be identified and linked regardless of the year that it was provided. Details on obtaining and utilizing SCNs are provided in the DON SATP Programming Guide.

10-102. Classified training

IMSs are permitted to participate in classified training if disclosure has been authorized by Navy IPO, by CG MCCDC, or by a commander delegated authority in the SECNAVINST 5510.34. Under no circumstances will classified training be provided without a disclosure authorization.

a. Proposals for enrollment of IMSs in formal classified courses conducted by the U.S. Navy must be submitted to NETSAFA for coordination. Proposals for enrollment of IMSs in formal classified courses conducted by the U.S. Marine Corps must be submitted to CG MCCDC for coordination. NETSAFA or CG MCCDC will coordinate with Navy IPO as required. Disclosure authorization will be provided to the appropriate commands upon notification that the training is definitely scheduled. Proposals for unclassified training involving U. S. submarine-related information will also be forwarded to Navy IPO for approval.

b. When the annual SATP requirements (both IMET and FMS) are submitted, the information listed below should be forwarded to NETSAFA (for U.S. Navy training) or CG MCCDC (for U.S. Marine Corps training) for advance planning coordination. NETSAFA and CG MCCDC will coordinate with Navy IPO as required.

- (1) Training commands at which classified training is desired.
- (2) MASL identification number, course identification number, and course title.
- (3) Countries scheduled to attend.
- (4) Classification of course.
- (5) Class convening data.

c. Approval for programming classified training will not constitute a disclosure authorization. A minimum of 45 working days is required for disclosure processing. Upon completion of the processing, the appropriate commands will be given the necessary disclosure authorization. CG MCCDC or other commands delegated this authority will advise Navy IPO by record correspondence of all disclosure authorizations granted.

d. Training installations are required by SECNAVINST 5510.34 to submit an up-to-date list of classified information and materials used both in regular DON courses in which IMSs can be enrolled and in courses specifically designed for IMSs. These listings of classified information and materials are submitted to NETSAFA (for Navy courses) or CG MCCDC (for Marine Corps courses). NETSAFA or CG MCCDC will coordinate with Navy IPO as required. When course content changes from the previous submission, training installations will submit to Navy IPO (info NETSAFA for Navy courses or CG MCCDC for Marine Corps courses) a revised listing of classified information

and materials proposed for use in the course. NETSAFA and CG MCCDC will coordinate with Navy IPO as required. In this submission, an asterisk should be used to identify new information or materials. A listing of classified information and materials to be used in classified courses subsequently proposed for the training of IMSs, will be provided to Navy IPO (info NETSAFA for Navy courses or CG MCCDC for Marine Corps courses) at least 45 working days before the start date of the proposed training. Again, NETSAFA and CG MCCDC will coordinate with Navy IPO as required. All listings of classified information and materials used in classified courses will be in the format outlined in the SECNAVINST 5510.34 by 15 March annually. Advise NETSAFA or CG MCCDC as to the latest listings of classified information and materials used in classified courses remain valid. If they are not, a new listing of classified information and materials must be submitted for each course where there is a change. NETSAFA and CG MCCDC will coordinate with Navy IPO as required.

e. In the case of classified OJT, disclosure authorization by Navy IPO (or by CG MCCDC or another command acting under a disclosure delegation set forth in SECNAVINST 5510.34) cannot be granted until Navy IPO (or the appropriate command) has been informed of the classified content of the training by the activity conducting the training. This applies whether OJT was arranged through the annual training program or by other means. A minimum of 45 working days must be allowed for processing the disclosure authorization.

10-103. Shipyard training

Before any commitment is made to perform training in United States shipyards or repair facilities, permission must be obtained from the Commander, Naval Sea Systems Command (NAVSEASYS COM). Facilities involved in naval nuclear propulsion will provide training only after approval has been given and then only rarely. When it is imperative that an IMS receive training in a shipyard engaged in work on nuclear-powered vessels, the following applies—

a. The requester must provide complete justification for the proposal to train in such a facility. This justification will address the following items:

(1) Specific need for such training.

(2) Reasons why the training cannot be provided elsewhere.

b. Procedures for obtaining approval are outlined in the SECNAVINST 5510.34.

c. A full-time escort will be required if training is permitted. The requester must address provisions for reimbursement of appropriate charges incurred.

10-104. Release of course catalogs

All such requests should be relayed to NETSAFA for Navy courses or CG MCCDC for Marine Corps courses. Training installations are not authorized to issue course catalogs direct to foreign requesters unless approved by Navy IPO or CG MCCDC as appropriate.

10-105. Release of IMS training notes

a. Only student notes and locally prepared course materials can be provided by DON training activities to the pertinent SAO with appropriate release forms, other classified publications used during instruction of the classified course such as texts and schematics must be requested by the foreign government through normal channels.

b. Before shipping classified student notes and locally prepared course materials, the training activity will ensure these materials are reviewed and bear the appropriate U.S. security classification markings. Student notes and course materials that cannot be reviewed because they are written in a foreign language should be marked with the highest classification of information disclosed during the course. All classified materials will be conspicuously marked by stamp or other means, to indicate- highest classification of included material, date of review, name and rank of reviewing official, name of cognizant activity and course of training involved. The “Third Country” marking required by SECNAVINST 5510.34 will also be applied to the cover of each classified document. After the appropriate markings are applied, the material will be forwarded to the SAO for transmittal to the foreign government. (If the authorized address in the Standard Navy Distribution List is other than the SAO’s, passing instructions should be included.) In the case of ship’s crew training, classified student notes and locally prepared material may be delivered directly to the ship if it is accessible.

c. Classified material that contains communications security (COMSEC) information must be forwarded via COM-NAVSECGRU to the SAO for transmittal.

10-106. Termination of training and SATP records disposition

a. The DON SATP Programming Guide provides guidance on actions required by the IMSO when CONUS training is terminated by graduation/completion, at the request of the IMS’s government, as a result of illness, as a result of disenrollment, or for any other reason.

b. NETSAFA, as FMS Training Case and IMET Program Administrator, is responsible for the disposition of all Security Assistance Training Program records dealing with individual IMSs and individual country training programs; CG MCCDC has similar responsibilities for Marine Corps SATP records. This includes, but is not limited to, ITOS, Status Reports, correspondence, messages, NAVGRAMS ETC. If NETSAFA is an info addressee on any such correspondence, activities may destroy their copy when no longer needed. If NETSAFA is not in receipt, the report

should be forwarded to NETSAFA for determination and further disposition on a case by case basis. Reports dealing with the IMS academic evaluation should be included in the individual IMS training jacket that is eventually forwarded to the SAO, who in turn keeps a permanent copy. Training activities may destroy their copy of evaluation records as directed in Section SSIC 4950, SECNAVINST 5212.5C. For all other SATP-related correspondence or reports apply pertinent subject matter instructions from SECNAVINST 5212.5C.

10-107. Academic evaluation reports

a. Academic evaluation reports will be prepared for each IMS undergoing training under the DON SATP. These reports provide the major source of information available to the SAO and the foreign government to assess the IMSs academic achievement. They are required for IMSs in all types of DON conducted or sponsored training including classroom training, on-the-job training, observership training, and contractor training.

b. The DD Form 2496 will be utilized for the preparation of these reports for most DON-conducted or-sponsored training. The DON SATP Programming Guide identifies those courses for which an alternate academic evaluation report is authorized or for which no report is required. Course title, CIN and MASL should be shown in Block 10. Do not, repeat, do not describe Informational Program activities on this form.

c. Details on the preparation and forwarding of these reports are provided in the DON SATP Programming Guide.

10-108. Foreign trainee status reports

a. Foreign trainee status reports provide details of IMS attendance at all types of DON conducted or sponsored training. These reports are required on IMSs in all types of DON conducted or sponsored training including classroom training, on-the-job training, observership training, and contractor training. They are required in addition to required ITO endorsements or academic evaluation reports. These reports are used for tracking and billing purposes. (See Fig. 10-3.)

b. All DON commands or activities conducting or sponsoring SA training for IMSs are required to submit these reports. Details on the completion and submission of these reports are provided in the DON SATP Programming Guide.

c. Report symbol OPNAV 4950-13 is assigned to this reporting requirement and is approved for 3 years from the date of this regulation.

Section IX

Department of the Air Force

10-109. International Military Student Administration

A report of IMSs failing to arrive as scheduled will be submitted by the gaining IMSO to the last training installation with information copies to AFSAT, 2021 1st Drive West, Randolph AFB, TX 78150-4300, SAF/IA, 1080 Air Force Pentagon, Washington, DC 20330-1080, and the appropriate SAO within 48 hours after scheduled arrival.

10-110. U.S. Air Force standards

The SAO must make sure that each IMS is briefed on U.S. Air Force grooming standards in AFI 36-2903.

a. IMSs will normally be required to comply with the provisions of AFI 36-2903. Training installation commanders will expect IMSs to maintain acceptable standards of appearance, conduct, health, and hygiene so as not to affect the discipline or morale of U.S. personnel.

b. International students enrolled in flying training courses, or in other training where operational or ground safety requirements require strict adherence to AFI 36-2903 standards, must maintain those standards or face disenrollment as no waiver will be granted.

c. When religious precepts or national laws preclude compliance, a substantiated request for waiver to AFI 36-2903 standards will be forwarded by the SAO to AFSAT and will include a copy of the country's proposed grooming standards. These requests will be evaluated on a case-by-case basis; approved exemptions will be recorded and maintained by AFSAT. AFSAT will be responsible for updating and advising CONUS IMSOs of approved exemptions. Waivers do not apply to flying training courses or to courses where operational or ground safety is a consideration.

d. The physical standards prescribed by Air Force regulations should be enforced only when deviation from the standard would present an operational or safety hazard or would prevent successful completion of the course.

10-111. Responsibilities of Country Liaison Officers (CLOs)

a. Air Force training units requiring a CLO to assist the USAF with IMS administration must forward a request to AFSAT for review, approval, and further staffing with SAF/IADV. The request will contain the following information.

- (1) Proposed position description of the CLO to include the USAF supervisor.
- (2) Justification for the position.
- (3) USAF installation and location of the Extended Visit Authorization (only one location may be specified.)
- (4) Other USAF or contractor facilities to be included in the position for recurring visits and justification.
- (5) Disclosure considerations, to include—
 - (a) Highest level of security classification required for the position.
 - (b) Methods of information disclosure.
 - (c) Categories of disclosure IAW AFI 16-201.
 - (d) Security arrangements (that is, badging, escort requirements, etc.

b. After SAF/IADV approval of the CLO position description, AFSAT will forward the proposal to country. Upon country approval and identification of the officer to be assigned as CLO, AFSAT will process a request for an Extended Visit Authorization to SAF/IADV. Once approved, the training unit will—

- (1) Maintain a current copy of the Extended Visit Authorization.
- (2) Insure that specific restrictions included in the Extended Visit Authorization are complied with.
- (3) Insure that the local FDO, MAJCOM/FDO, and SAF/IADV are informed of the CLO's supervisor, physical location, or other proposed changes to the Extended Visit Authorization.
- (4) Revalidate the CLO position NLT 60 days prior to the expiration date of the Extended Visit Authorization.

c. MAJCOM/FDOs and local FDOs which have CLOs under their control will—

- (1) Insure that the USAF supervisor is adequately briefed on his/her responsibilities.
- (2) Insure that the CLO's work environment is separated to the extent necessary to preclude uncontrolled access to files, materials, and discussions not authorized for release.
- (3) Complete the Extended Visit Authorization paperwork required for the CLO position.

d. While assigned to USAF installations, CLOs will comply with all USAF, MAJCOM, and local installation rules and regulations.

e. The use of unclassified information systems (DSN, USAF mail/distribution system, FAX machines, etc.) will be at the discretion of the USAF supervisor in coordination with the local FDO. When using USG information systems, the CLO will—

- (1) Identify themselves in conversation or writing as CLOs.
- (2) Use country specific stationery (use of official USAF letterhead stationery is not authorized).

f. Other policy issues and CLO duties are delineated in paragraph 10-8.

10-112. Designation and duties of IMSOs

a. The installation commander will designate an individual as IMSO to serve as the primary focal point for IMS matters and will forward the name, grade, organization, and telephone number to AFSAT, Randolph AFB, TX 78150-4302. If projected IMS loads do not justify a dedicated position for the IMSO function, it may be combined with other functions. However, IMSO duties will receive top priority in event of conflict. Individuals designated as IMSOs should be people-oriented, possess tact, and be of an appropriate grade or rank to enable them to deal effectively with the projected IMSs. Orientation and training for IMSOs are crucial. Contact AFSAT to schedule orientation and DISAM training. In addition, installations should program funds for Cross-Cultural Communications training at the USAF Special Operations Schools (USAFSOS). Contact USAFSOS/EDRC, Alison Building, 357 Tully Street, Hurlburt Field, FL, 32544-5800 for quotas.

b. IMSOs will initiate action through AFSAT to resolve problems related to grooming standards and religious principles that deviate from AFI 36-2903.

c. IMSOs will maintain the IMS's personnel and training record, using the four- part AF Form 10 (Unit Personal Record Group). A complete personnel and training record file will be maintained on each IMS except for those

participating in orientation tours. Specific record maintenance, transmittal, and disposition instructions are contained in other U.S. Air Force sections. IMS records will be organized as follows—

(1) *Section 1.*

- (a) DD Form 2339 (International Military Student Information).
- (b) DD Form 1172 (Application for Uniformed Services Identification Card DEERS Enrollment).
- (c) ITO (two copies).

(2) *Section 2.*

- (a) Student training records.
- (b) Qualification/observation/familiarization training request.
- (c) AF Form 797.
- (d) IMS academic report.
- (e) Certificates or awards.
- (f) Notification of faculty board actions.
- (g) Holdover actions, advancements, withdrawals.

(3) *Section 3.*

- (a) Incident reports with final results.
- (b) Complete history of individual counseling.
- (c) Miscellaneous correspondence (for example, hospitalization, arrival, in/out processing checklists).
- (4) *Section 4.* AF Form 1217 (Informational Program (IP) Data Card).

d. Specific Air Force records will be maintained by IMSOs; that is, flight and personnel records for technical school IMSs.

e. The SAO is responsible for the initial preparation of biographic data. In cases where the biographic data records are not received from the SAO, base IMSOs are authorized direct communication with the SAO to obtain the data required to complete this record. An information copy will be sent to AFSAT.

f. The IMS's academic report (DD Form 2496) will be used to record instructor comments on the IMS's strengths, weaknesses, idiosyncrasies, and attitude. Comments should be made during the course of instruction as well as after completion. Instructions for completion of DD Form 2496 are contained in figure 10-4.

g. IMSOs will transmit IMS training records to the gaining base or activity not later than the IMS's graduation date. Failure to fulfill this requirement will be explained through channels to AFSAT, 2021 1st Drive West, Randolph AFB, TX 78150-4302.

(1) The IMSO will collect all appropriate documents and forward the complete personnel and training record file to the gaining installation. Every effort will be made to ensure that the file contains the final grade sheet for the course. However, the file will not be held pending receipt of the final grades. An appropriate notation that the IMS did complete the course and that the final grade sheet is forthcoming will suffice.

(2) The final CONUS training installation IMSO will personally review the contents of this file. After review, the IMSO will forward the records not later than 10 days after the IMS's graduation to the appropriate SAO. Release of information in the training record to foreign country personnel will be at the discretion of the SAO. However, records should be screened carefully to ensure that information of a sensitive nature is removed.

(3) Personnel and training record files maintained on IMSs training outside CONUS will be transmitted as directed by the component command.

(4) Privileged medical records and classified training records will be forwarded to the appropriate SAO for review and disposition.

h. Classified notebooks, workbooks, and similar documents developed by IMSs attending formal training in the United States will be transmitted to the home Service of the IMS through the SAO; AF Form 349 (Receipt for Document Released to Accredited Representatives of Foreign Nations) will be obtained for this purpose.

i. AFSAT is authorized to issue the appropriate SATP fund citations when justified for the purposes listed in paragraph 10-7c(1) and (2). This includes attendance at the special IMSO course conducted by DISAM, when invitations have been extended through appropriate command channels.

j. The IMSO will use AF Form 623 (On-the-Job Training Record) or an outline of the familiarization or qualification training provided to an IMS (to include the type of equipment used) when applicable. The IMSO will—

- (1) Brief the project officer or NCO on the use of appropriate training and evaluation records.
- (2) Be familiar with all familiarization and qualification training being conducted on the installation as well as the classification of that training.
- (3) Brief each IMS undergoing familiarization or qualification training and his or her supervisor to ensure that all understand the method of training. The IMS must realize that he or she will receive only the training described on the

training detail sheet (see fig 4-2). Therefore, careful preparation of the detail sheet by the SAO is critical to avoid any misunderstanding.

(4) Ensure that the training detail sheet and associated documents are included in the IMS's personnel and training record file upon completion of training. This file will be forwarded to the next training location or to the SAO.

k. For familiarization or qualification training, the training activity will—

(1) Prepare necessary training records or documents.

(2) Brief IMSs on organizational policies, procedures, and responsibilities related to their environment.

(3) Perform an initial evaluation of IMSs and brief them on the training objectives within the first full duty day after in processing.

(4) Evaluate and monitor the effectiveness of the training program and ensure the IMS meets the training objectives listed on the forms. Ensure that all training is properly documented and the classification is stated and clearance obtained prior to providing training.

(5) Ensure that the installation IMSO is informed on the IMS's progress.

(6) Notify the installation IMSO of any interruption of or deviation from the scheduled training.

(7) Coordinate training problems with the appropriate agency.

(8) Forward all training records to the installation IMSO upon completion of training.

(9) Ensure IMSs receive AF Form 1256 (Certificate of Training).

l. When it has been determined that an IMS is absent without leave, the installation IMSO will advise AFSAT within 48 hours by message, with an information copy to SAF/IAX, the SAO, and the unified command. Notification will include the IMS's name, project line or WCN number, effective date and time of absence, and any information regarding events that may have led up to or contributed to the absence. When an IMS is AWOL in excess of 5 calendar days, the installation IMSO will report the absence to the local U.S. immigration authorities and advise SAF/IAX and AFSAT of the action.

m. When the IMSO determines that a request for political asylum has been made, the IMSO will immediately comply with AFI 51-704.

n. The IMSO should be advised of intended CONUS faculty board action at least 10 days in advance of board proceedings. The IMSO should advise AFSAT/CC by telephone of intended board action as soon as the requirement for faculty board action is known; AFSAT will then inform the country air attaché or embassy and invite those representatives to attend the faculty board if they wish to attend. In the notification to AFSAT, faculty board action for flying students should contain the type of aircraft flown and the number of hours flown. Board proceedings will be processed as expeditiously as possible. Immediately upon receipt of the approved proceedings, the IMSO will forward the original to AFSAT for appropriate action. After processing at AFSAT, the faculty board proceedings will be forwarded to the SAO.

(1) If the IMS is eliminated, the specific cause must be cited. English language, per se, must not be cited as the specific cause of elimination; however, if it was a contributing factor, this must be noted in board proceedings. The eliminated IMS will not receive further training without approval from the SAO or the country concerned.

(2) If the faculty board determines that a flying-training student displays a lack of aptitude or dangerous tendencies that cannot be safely corrected, the IMS must be eliminated regardless of the number of hours flown.

10-113. Clothing and equipment

a. SAOs must determine special clothing and equipment requirements, which are generally listed in AFCAT 36-2223.

b. AFCAT 36-2223 describes the special clothing and equipment provided for undergraduate pilot training (UPT) and undergraduate navigator training (UNT). AFCAT 36-2223 also contains a detailed listing of the items IMSs will receive, all of which are for retention whether the IMS completes the course or not.

c. Lost, damaged, or destroyed special clothing or individual equipment will be accounted for as stated in AFMAN 23-100.

d. Every attempt will be made to have the IMS use personal funds to purchase clothing or equipment not included in the tuition rate. When the IMSO verifies that the IMS does not have funds and the items are required to accomplish the training, the IMSO will immediately notify AFSAT and obtain a signed statement from the student that the individual does not have funds to defray the cost of the items. This statement will be submitted to AFSAT, along with the SF 1080 billing, student's ITO, and a receipt indicating charges.

(1) For FMS IMSs, a "Services" WCN, MASL D365005 (clothing and equipment), will be established in the applicable FMS case (if one does not already exist), and the billing will be processed. The purchasing government will be advised of the charges and items of clothing or equipment, when charges are known. These charges will be charged to the applicable FMS case.

(2) For IMET IMSs, AFSAT will process the billing against available IMET funds, taking action to increase the IMET funding by adjusting the IMET tuition rate for the specific WCN.

e. IMSs whose service uniforms are not suitable for CONUS climates are permitted to purchase U.S. Air Force

uniforms and clothing (without distinctive buttons or insignia) on a cash-only basis from Air Force clothing sales stores. Items authorized for purchase are listed in AFMAN 23-100.

f. When uniforms are to be purchased in the United States, SAOs will ensure that IMSs have sufficient funds in their possession for such purchases.

10-114. Deceased IMSs

Funeral services will not be conducted until appropriate instructions concerning the disposition of the remains have been received from HQ USAF (AFI 34-501).

a. As stated in AFI 34-501 and other applicable mortuary affairs publications, services and supplies will be acquired from a funeral home holding a contract for care of remains, if a contract is in effect in the area in which the death occurs. If a contract is not in effect, necessary services and supplies will be acquired through negotiation. Funeral director invoices for services and supplies will be submitted to AFSAT/RM, Randolph AFB, TX 78150-4302.

b. Requirements for foreign flags suitable for covering a casket should be established under the instructions in AFMAN 23-100. Flags should be procured through supply channels.

c. Accounts for deceased SATP IMSs will be submitted to the local accounting and finance officer for processing according to AFR 177-103 as follows—

(1) The original plus four copies of the appropriate series of DD Form 1351 computed to show the amounts due the deceased and certified by the personnel officer.

(2) Three copies of the current ITO, attached to the applicable DD Form 1351 series.

(3) AF Form 1122 (Personal Property Inventory) to accompany the effects as listed in AFI 34-501. Articles that cannot be shipped (for example, automobiles) will be disposed of as directed in writing by the appropriate country representative.

10-115. Dependents

Students will not be encouraged to bring their dependents with them or to have their dependents join them later.

a. Exceptions to this policy are approved for CLOs and for IMSs attending the Air War College, Air Command and Staff College, the Squadron Officers School, and the AFIT graduate programs, provided the IMS is financially able to defray the cost of housing, food, and medical care for dependents in the U.S. This exception is valid for any programmed prerequisite and follow-on training for these IMSs. Authorized dependents must be reflected in the IMS's ITO.

b. On-base housing for IMSs with dependents is not guaranteed and normally not available.

10-116. Disciplinary actions

a. USAF training activities will report IMS misconduct to AFSAT. AFSAT will determine follow-on actions and will inform the country CLO. For continued misconduct, AFSAT may direct termination of the training and the immediate return of the IMS to his or her country. Cases that may possibly have serious international implications will be forwarded to SAF/IA for a final decision.

b. In addition to notifying AFSAT IAW paragraph 10-36c, all serious CONUS breaches of military discipline or occurrences within civilian jurisdiction will be immediately reported according to JCS Pub 6, vol V, to HQ USAF, WASH DC //JAI// and HQ USAF WASH DC //XOOOC//. These elements will relay the reports to SAF/IA and AFSAT through command channels. All OPREP-3 reports to HQ USAF/XOOOC will include the statement: "Pass to SAF/IA." If SAF/IA determines the need for a teletype record report, notification will be provided via USAF/XOOOC.

c. Reports should be prepared with the assistance of the office of the servicing staff judge advocate. Reports of serious incidents are necessary when one or more of the following circumstances exist:

(1) International military personnel are placed in U.S. pretrial confinement by U.S. authorities.

(2) International military personnel are allegedly or actually mistreated by U.S. authorities.

(3) Domestic or foreign public interest is likely to be roused.

(4) A jurisdictional question has arisen.

(5) International military personnel have been killed or seriously injured by their dependents.

(6) Post-trial confinement (imprisonment) is likely to be imposed.

d. IMSs will be subject to AFI 31-401 and pertinent laws concerning the safeguarding of military information affecting national defense.

10-117. Disposition of IMSs

a. AFSAT will be advised of pending faculty boards by message or AF Form 1761 (International Student Status Report).

b. If an IMS is considered permanently disqualified for flying duty, a report of medical examination will be

prepared as indicated in AFI 48-123, and forwarded through the Command Surgeon for review by HQ USAF/SGPA, 170 Luke Avenue, Bolling AFB, WASH DC 20332-5113, to determine final disposition.

c. For IMSs, attending familiarization or qualification training the training installation will request disposition instructions from AFSAT by message.

10-118. Flying in U.S. Air Force aircraft

a. Item 12c(3) of the original ITOs issued by the SAO will indicate when IMSs' government certifies that they are physically, professionally, and administratively qualified to fly in aircraft from their home country air force as pilots or other applicable crew members. If flying hours for flying are not available, IMSs should be advised to obtain a waiver of proficiency flying requirements from their home country air force covering the duration of their training.

b. When IMSs who are authorized to participate as aircrew members report for duty or training at AF installations, they must have a transcript of their flying records or certification outlining qualifications, aeronautical rating, and flying time (conventional or jet). In addition, IMSs must complete all U.S. Air Force requirements such as physical and written examinations and flight proficiency checks before assuming flying duties.

c. Space-available travel in military aircraft during leave is not authorized.

d. Consistent with the provisions of DOD 4515.13R, Government use of administrative support airlift may be authorized for IMSs as indicated in (1) and (2) below. IMSs may fly as passengers on U.S. Air Force passenger-carrying aircraft when space is available. However, aircraft used for this purpose must be flying in support of assigned command mission requirements.

(1) From the port to the first training installation, between training installations, and from final training installations to port of embarkation.

(2) When an IMS is in official TDY status as part of a scheduled training course or is performing duties as a CLO, including organized IP activities.

e. IMSs may be authorized to participate as crew members as prescribed by AFI 11-401.

f. DOD Instruction 7230.8 is the governing publication for demonstration flights requiring an FMS case.

10-119. Graduation

Upon successful completion of a formal course of instruction, each IMS will be issued a suitably embellished certificate or diploma (AF Form 1256 (Certificate of Training) or similar document), provided all outstanding debts to USG activities are paid. IMSs to be graduated with distinction will be reported to the appropriate SAO by message with the information given in a through e below. An information copy will be sent to AFSAT, and the unified command.

a. Name, grade, and country.

b. Course of instruction.

c. Date of graduation.

d. Type of award.

e. Brief citation that indicates the size and composition of the class and the IMS's accomplishment.

10-120. Laundry service

Laundry service is authorized for IMSs at rates charged U.S. Air Force officers and airmen as stated in AFR 34-901.

10-121. Name tags and rank insignia

Name tags will be issued by the first training installation as indicated in HAF-IAX(Q)7103 submission. Due to the variance in international military uniforms, white nametags will be issued to officers and blue to enlisted personnel. This will assist U.S. military personnel in affording the appropriate military protocol to IMSs. USAF rank insignia may also be issued to IMSs.

10-122. Quarters

a. Generally, IMSs are considered to be in a TDY status if the length of training is less than 20 weeks; however, all IMSs assigned to DLIELC, Lackland AFB, TX, are considered to be in a TDY status regardless of course length. IMSs in TDY status are provided separate accommodations from those in PCS status. The provisions of AFI 34-601 apply to unaccompanied students occupying unaccompanied personnel housing.

b. All SATP IMSs who occupy U.S. Air Force VOQ or VAQ facilities must personally pay the applicable service charge with the exception of those enlisted personnel authorized a living allowance under IMET. IMSs in PCS status also may be required to pay service fees. Rates vary by location, depending on the services provided. Reimbursement for quarters assigned to enlisted personnel authorized a living allowance under IMET will be according to paragraph 5-19a. Questions regarding these procedures should be forwarded through channels to HQ USAF/SV, 1770 Air Force Pentagon, Washington, DC 20330-1770.

(1) *Family housing.* Officers in the United States as SA CLOs or IMSs attending stipulated Air University courses,

including approved follow-on training, who are accompanied or joined by their authorized dependents may be assigned family housing when available according to DOD 4165.63-M.

(2) *Other IMSs.* Other than those listed in paragraph 10-112b(1) above, IMSs accompanied by their dependents may, at the discretion of the installation commander, be assigned family housing when it is excess to the needs of assigned base personnel.

(3) *Airmen.* Quarters will be assigned to SATP airmen IMSs while in training in CONUS in the same manner as for counterparts in the MILDEP who are not authorized family-type quarters. When bachelor airmen housing is not available, other appropriate SATP allowances will be provided by the base commander under existing directives.

10-123. Temporary duty (TDY)

a. TDY authorization. Orders that authorize TDY may be published for taking part in the following—

(1) As a team member in an organized Air Force sports activity. Permissive orders (at no expense to IMET, FMS, or the Air Force) may be issued.

(2) In programmed trips within CONUS that are a scheduled part of the formal course curriculum. Students taking these trips are considered to be in TDY status. CLOs may be placed on TDY in an official capacity using the fund citation in their original ITOs.

b. TDY approval for international students.

(1) The base IMSO may approve TDY as outlined in a above.

(2) AFSAT approves and monitors all the CLO TDYs and special requests for TDY within CONUS that are not included in paragraph 10a.

c. Reimbursement for TDY to FMS IMSs. FMS IMSs on a cross-country training flight or TDY in connection with a required course of training are reimbursed only for payment of quarters and actual cost of transportation if applicable; for example, mileage if POC is authorized. IMSs are considered to be in a training status while TDY and are not eligible for per diem according to the JTR.

10-124. Unauthorized absence

When an IMS is AWOL in excess of 5 calendar days, the absence will be reported to local U.S. immigration authorities; SAF/IA and AFSAT will be advised.

10-125. Disclosure considerations

a. Disclosure of U.S. Air Force classified and unclassified information to a foreign government, organization, or representatives must be made under the guidelines of the U.S. National Disclosure Policy (NDP). AFI 16-201, which implements this policy in the U.S. Air Force, is a controlled confidential document, not available to all bases. Paragraph 10-133 addresses AFI 16-201 as it pertains to the SATP. Each MAJCOM has a Foreign Disclosure Office (FDO) which is responsible for assuring compliance with AFI 16-201. ICs will work with their MAJCOM/FDO in disclosure considerations.

b. U.S. security screening of SATP IMSs must be accomplished before they depart from their home country according to AFI 16-201 and AFR 205-43.

c. Installation IMSO will assure compliance with AFI 31-401 and AFI 16-201.

d. Unless specifically authorized in writing, foreign country programs are not releasable to third-country parties.

e. Classified notebooks, workbooks, and similar documents developed by IMSs while attending training in the United States will be transmitted to the home service of the IMS through the SAO; AF Form 449 (Receipt for Document Release to Accredited Representative of Foreign Nations) will be obtained for this purpose.

10-126. Medical and dental care

a. Eligibility for health care in medical treatment facilities is outlined in AFI 41-115. While the basic entitlement for medical care is the same for SATP active duty as for U.S. active duty, there are differences that are detailed in AFI 41-115.

b. There is a charge for in-patient care for SATP IMSs unless they are included under a reciprocal health care agreement between the U.S. and the individual's country. AFI 41-115 details the charges.

c. Under all cases, AFI 41-115 takes precedence if there is a conflict between that regulation and this publication. Conflicting guidance should be identified to SAF/IA.

d. USAF facilities will be fully reimbursed for all medical services provided to students sponsored by another US Government agency. These students are normally provided a sickness and accident insurance policy by the sponsoring U.S. agency to defray all medical expenses. When the student is not covered by insurance, reimbursement will be made locally by the student or bills will be forwarded to AFSAT for reimbursement from the sponsoring agency.

e. In the rare instance when elective medical care is considered necessary, the complete facts of the case will be

transmitted by message to HQ USAF WASH DC //SGPC// for approval. The message will include the following information—

- (1) Name, grade, and country of origin.
- (2) Diagnosis.
- (3) Type of elective medical care.
- (4) Prognosis.

f. Reimbursement procedures are as follows:

(1) Procedures for IMSs who receive outpatient or inpatient medical services at U.S. Air Force facilities will be billed as directed in the IMS's ITO. Services to be billed under IMET or an FMS case will be made by the servicing medical facility to AFSAT on DD Form 7 (Report of Treatment Furnished Pay Patients Hospitalization Furnished (Part A)) or DD Form 7A (Report of Treatment Furnished Pay Patients Outpatient Treatment Furnished (Part B)). AFSAT will make appropriate disbursement.

(2) Officers will reimburse U.S. Air Force medical facilities for subsistence furnished. Subsistence charged for airmen is authorized as a direct payment to the hospital and may be included in the invoice for medical care.

(3) Expenses for IMET medical care in other than U.S. Air Force hospitals are charged directly to IMET funds.

10-127. Hospitalization or casualties

a. When a CONUS IMS is hospitalized, the details will be reported immediately by message to AFSAT/CC and the SAO concerned. Progress reports will be made in a timely manner and include a final report indicating the date the IMS returned to duty.

b. Casualty messages concerning IMSs who die, who are seriously injured, or who are missing will be administered and transmitted by the base personal affairs office (DPMAP) according to AFI 36-3002. Casualty messages will be addressed to HQ USAF WASH DC//CVAI//, with information copies to OSAF WASH DC//IAX//; AFSAT RANDOLPH AFB, TX//CC//; HQ AFMPC RANDOLPH AFB, PMCC//; the SAO that published the original ITO; and other commands as required.

c. The "circumstance letter" for deceased or missing IMSs will be mailed to HQ USAF/CVAI, 1670 Air Force Pentagon, WASH DC 20330-1670, in lieu of the addressees indicated in AFI 36-3002.

d. AFI 36-3002 will be used as a guide in reporting casualties occurring in overseas training installations. Action and information addressees will be as directed by the applicable component commander.

10-128. Air evacuation

a. IMSs are authorized aeromedical evacuation when necessary as prescribed in DOD 4515.13R. The full daily hospitalization rate prescribed in AFI 41-305 is charged for each day they are in the aeromedical evacuation system. Additionally, the aeromedical evacuation transportation rate is charged for evacuation to or from the IMS's home country. This rate is three times the non-USG fare, and one additional fare for a non-medical attendance (NMA) accompanying the patient, or three times the commercial first class fare plus one dollar, where no Government rate exists. Ambulatory patients will be charged the non-USG single seat fare, plus one additional fare for any accompanying NMA or the first class commercial fare where appropriate.

b. Hospital commanders in the United States with IMET IMSs requiring air evacuation to their home country should request Commander, 375th MAW, 101 Heritage Drive, Suite 208, Scott AFB, IL 62225-5000, to make travel arrangements. Submit requests for travel through AFSAT/CC, 2021 1st Drive West, Randolph AFB, TX 78150-4302 with information copies to SAF/IAX, 1080 Air Force Pentagon, Wash, DC 20330-1080 and HQ USAF/SGMR, 170 Luke Avenue, Bolling AFB, DC 20332-5113. Requests will identify the IMS by name, the training project under which the IMS was being trained, and will include the following additional data:

- (1) Diagnosis.
- (2) Prognosis.
- (3) Class of patient.
- (4) Date patient will be available for travel.
- (5) Funding information.

c. Air evacuation from overseas training installations for IMET IMSs will be accomplished as indicated in instructions by the respective component commanders.

10-129. Holidays

In addition to the holidays observed by the U.S. Air Force, IMSs may be authorized 2 days per year to observe their national or religious holidays. AFSAT will advise which 2 days each country wishes its students to be excused from training.

10-130. IMSO handbook

SAF/IAX will publish expanded guidance for IMSOs in the Air Force IMSO Handbook. IMSOs will comply with the

provisions of this handbook. Contact SAF/IAX, 1080 Air Force Pentagon, WASH DC 20330-1080 for clarification if the information in the handbook differs from that contained in this publication.

10–131. International Military Student Roster Report (RCS SAF/IAX(AR) 7111)

This report provides the current status of SATP IMSs (IMET, FMS, and other agency sponsored). It also serves as a current locator file, provides administrative control and statistical accounting, and facilitates reimbursement to the U.S. Air Force and other MILDEPs for cross-service training from appropriate funds. This report is designated emergency status code C-2. Continue reporting during emergency conditions; normal.

a. Responsibilities.

(1) *AFSAT.* As the central agency for providing AF SATP data and reports, AFSAT will provide SAF/IAX a report of IMSs who are in training, who have graduated, who have been eliminated, or who are in a hold status.

(2) *Air component commands.* All air component commands conducting SATP training will provide and update information on training conducted within their areas of responsibility to AFSAT by updating the STL. Information in the STL will be used to prepare RCS SAF/IAX(AR) 7111 reports for training overseas.

b. Procedures. The report will be prepared as follows:

(1) *Frequency.* See table 10-8.

(a) Monthly, as of the last day of each month, to include all IMSs currently in training and those IMSs who graduated, were eliminated, or were in a hold status during the monthly period being reported.

(b) Quarterly, for all IMSs who graduated or were eliminated during the quarter.

(c) Annually, for a recapitulation of all IMSs who graduated or were eliminated during the FY.

(2) *Format.* The report will be a machine listing prepared in two formats (A and B) as indicated in (3) below.

(3) *Content.* The report will contain a record of all IMS who are training or who have trained under SATP or other agency sponsorship. The report will be sequenced in the following two ways:

(a) In alphabetical sequence by name of IMS within country, with totals of each status code (1, 2, 3, 4) for each country. The detail will be double-spaced, and each country will begin on a new page (Format A, Part I).

(b) In country sequence within the MASL number sequence with totals of each status code (1, 2, 3, 4) for each MASL number. Detail will be double spaced (Format B, Part II).

(4) *Copies.* The original copy of this report will be forwarded to SAF/IAXM.

(5) *Instructions.* Instructions for completing AF Form 1530 (Punch Card Transcript) are as follows:

(a) Column 1. Enter "1."

(b) Columns 2-20. Enter name of IMS from ITO issued by the SAO.

(c) Columns 21-23. Enter rank of IMS, indicating only equivalent U.S. Air Force rank; for example, 2d Lt, SMS, Lt Col.

(d) Columns 24-26. Enter project number from country STL beginning in column 24 and leaving unused columns blank. Enter the FMS case designation if IMS is training under FMS.

(e) Column 27. Enter project suffix from country STL, G for IMET, F for FMS, or Z for other US Government agency sponsored IMS.

(f) Columns 28-29. Enter project line number.

(g) Columns 30-32. Enter the first two digits in the training project number shown on the STL, representing the geopolitical code. These are the geopolitical codes authorized in the SAMM.

(h) Columns 33-44. Enter the course description given on the STL.

(i) Columns 45-46. Enter the year listed in the training project number (the first two numbers following the geopolitical code) (AFM 300-4, Vol I, ADE YE-010).

(j) Columns 47-53. Enter the location.

(k) Columns 54-60. Enter the MASL number.

(l) Columns 61-64. Enter the WCN without the suffix listed on the STL. If the number is less than four digits, enter leading zeros to fill the field; that is, WCN 28 will be entered as 0028.

(m) Column 65. Enter the WCN suffix, if any, or leave blank.

(n) Column 66. Enter training status of IMS; 1 for IMSs entering training; 2 for IMSs who have graduated; 3 when an IMS is eliminated or lost through attrition; or 4 for an IMS in "hold status," not being included in status 1, 2, or 3.

(o) Column 67. Use this column only as delete for erroneous or obsolete data for recapitulation reporting.

(p) Columns 68-73. Enter the year, month, and day (that is, 850428 to denote 28 April 1985) that IMSs entered course.

(q) Columns 74-79. Enter the year, month, and day for IMSs graduated or eliminated (AFM 300-4, Vol I, ADE YE-011). If the IMS has not graduated or been eliminated, enter anticipated graduation date.

(r) Column 80. Enter "X" if cross-training to another course as indicated by the WCN on the STL. Leave blank if no further training is scheduled or programmed.

(6) *Processing.* The monthly report is processed using the current active file; upon completion of the report, all

graduated or eliminated IMSs are removed and held in a separate group for processing the quarterly and annual recaps (Parts III and VI) as required by paragraph 10-121b(1)(b) and (c). At the beginning of each monthly period, the active file will contain only IMSs currently in training.

(a) To delete an entry for an item in the file which is being retained for recapitulation in the quarterly or annual report, a duplicate of the card to be replaced will be made with the addition of a "D" in card column 67.

(b) The replacement card with the current data will be resubmitted with the next monthly report.

10-132. International military student status report

AF Form 1761 (International Military Student Status Report) from CONUS IMSOs provides AFSAT the necessary information from U.S. Air Force training installations for the consolidation and preparation of the IMS roster report and for correction of the training listing.

a. *Procedures.* Commanders of installations providing training will establish procedures to ensure that SA training matters and training data are referred to the IMSO.

(1) Each agency supported by the installation will designate a central office for providing current and timely information on IMSs to the IMSO.

(2) The IMSO will compile information received from local agencies and prepare a report to AFSAT to reflect actions through 2400 hours the day preceding the mailing date.

(a) Each Thursday, list all new IMSs reporting for and entering into training and all changes in the IMS status that have occurred during the previous week.

(b) Send reports not later than 1700 hours each Thursday. If Thursday is a holiday, mail the report the preceding Wednesday.

(3) The recommended procedures for use should include the information below for consolidation in the status report. AF Form 1761 will be used.

(a) IMSs will be separated by country.

(b) Individual IMSs will be identified by name, rank, and project (country code and project number and suffix, line number, and WCN).

(c) Report date that the IMS arrived on base will be identified.

(d) Report date that the IMS was initially entered into a course will be identified.

(e) The IMS entry date should not change after the IMS has entered training. However, the anticipated graduation date should be confirmed when the IMS actually graduates; otherwise, the "remarks" should be updated to explain fully when an IMS does not meet the anticipated graduation date (for example, eliminated from training due to faculty board decision or in hold status pending faculty board action).

(f) After the IMS's initial entry into a course has been reported, additional information is not required unless there is a change in the IMS's information or status.

(g) If erroneous information appears on the training listing, installations will correct with an entry in the "remarks" column of AF Form 1761 (incorrect graduation date, training number, rank).

(4) One copy of AF Form 1761 will be sent to AFSAT. AFSAT may request additional copies of the report for other agencies for specific periods on an as required basis.

(5) Electrical messages will not be used unless the action being initiated will occur within 7 days. AF Form 1761 will be used for all routine matters but will not become effective before AFSAT receives the form. Emergencies, casualties, deaths, and major breaches of discipline will be reported immediately. (See paras 10-112 and 10-127.) However, subsequent AF Forms 1761 will reflect such incidents under "remarks."

(6) AF Form 1761 will be certified by the signature of the IMSO or the IMS's designated representative and will include office designation and telephone number.

b. *IMS status change codes.* Status change codes in table 10-9 will be used to indicate the types of changes being reported on AF Form 1761. If none of the following codes in table 10-9 specifically describes the change in status, use code 9.

c. *Explanation codes.* Explanation codes may be used to describe the reasons for changes in IMS status. No comments in the "remarks" section are necessary if the explanation code appropriately describes the action or information related to IMS status changes. Most of the typical reasons for changes in IMS status have been assigned in the explanation codes in table 10-10 and should be used as much as possible to simplify reporting.

10-133. SATP disclosure guidance

a. *SAO guidance.*

(1) Classified and unclassified training courses for international use listed in the MASL must be staffed by the implementing command for releasability and availability through its Foreign Disclosure Office (FDO); releasability or availability must not be assumed by the SAO. Releasability is initially staffed within the guidelines of the National

Disclosure Policy (NDP) and AFI 16-201. If training is not releasable within these guidelines or if it requires an NDP exception, the training cannot be provided to IMSs without further justification.

(2) If the SAO believes the training is justified, the SAO will forward a request to AFSAT. This request must include, as a minimum, the information in (a) through (c) below. Exceptions to the NDP require approximately 120 days for processing after receipt of the request.

(a) Course title, number, classification level, and MASL (if assigned).

(b) Demonstration of the country's needs for training and how the requested course will satisfy these needs.

(c) Benefits to the United States if training is provided.

(3) SAOs will ensure that a security screening is accomplished on IMSs selected for unclassified training. SAOs will verify that IMSs selected for classified courses have security clearances equivalent to the U.S. level required for the course. SAOs will check the MASL for the required security clearance and will ensure that the appropriate statement and security level for classified training is checked on the IMS's ITO.

b. Implementing command (IC) guidance.

(1) The IC will ensure (through the MAJCOM FDO) that the training to be provided to IMSs has been determined to be releasable by the appropriate disclosure authority. Classified training will not be programmed nor will dates be provided before determination of releasability.

(2) The IC FDO may determine releasability if delegated by SAF/IADV. To reflect current policy, unclassified courses should be staffed at the MAJCOM level. If not within the MAJCOM's delegated authority, releasability will be staffed with and determined by SAF/IADV. When staffing releasability with SAF/IADV, the request for determination of releasability will have a suspense date of not later than 70 days before the course start date and will allow an additional 60 days for SAF/IADV processing. It will also include the following—

(a) Course title, number, and MASL if applicable.

(b) Country or countries for which a determination of releasability is required.

(c) Course syllabus, outline, and other documents that outline subject areas, classification levels in each area, training aids and equipment used during the instruction, and locations at which training will be conducted or visited as part of the instruction. Additional information will be requested if required by SAF/IADV.

(3) The IC will advise AFSAT if training is not releasable.

(4) The IC will ensure that courses developed for international students are developed according to the guidance below. (Courses, for this purpose, include qualification and observer training and training provided by security assistance training teams.)

(a) Courses will include only the instruction required to meet the objective of the training. Instruction, student handouts, and visits to other U.S. Air Force installations that are valuable in broadening the students' knowledge but not necessary to meet the course objective will not be provided.

(b) Retainable instructional materials authorized to be shipped to the students will be kept to a minimum and, as much as possible, will be devoid of references to other U.S. Air Force publications.

(c) Equipment used in the course will be of a common nature and not part of a sophisticated weapon system, unless the course is specifically weapon-system related. The course curriculum developers will advise the IC if, during the course update, modification, or development, the guidelines in paragraph (4) above cannot be adhered to.

(5) The IC will advise AFSAT and IMSO of the required U.S. equivalent security clearance. AFSAT will advise the SAO of the required U.S. equivalent security clearance when authority to publish the ITO is provided.

(6) The IC will ensure that retainable instructional materials (RIM) are cleared as part of the course releasability determination.

c. IMSO or IMS guidance.

(1) The IMSO will review the IMS's ITO to ensure that the ITO reflects the security clearance required for classified courses.

(2) The IMSO will ensure that the guidance in paragraph b(4) above is provided to instructors of IMSs. Further, the IMSO will inform the instructors that additional training will not be recommended directly to the IMS but, rather, to the IMSO, who will then forward the recommendation to the IC.

Table 10–1
NATO/AND ELIGIBLE PFP MILITARY UNDER FMS/IMET

Benefit	Eligibility	Collect Charges IAW ITO
Outpatient, direct care	Yes	NA
Inpatient, direct care	Yes	See Note 1
CHAMPUS	No	NA
Supplemental care	Diagnostic test only	NA
Cooperative care	No	NA
Aeromedical evacuation	Yes	See Note 2
Dental care	Yes	NA
USTF system	Yes	NA
Outpatient, emergency	Yes	NA
Inpatient, emergency	Yes	See Note 1
Immunizations	Yes	NA
Prosthetic devices	Yes	NA

Notes:

¹ For FMS IMS, charge the full reimbursable rate (FRR) for inpatient care. For IMET IMS, charge the IMET rate for inpatient care.

² See paragraph 10-128.

Table 10–2
NATO/AND ELIGIBLE PFP CIVILIANS UNDER FMS/IMET

Benefit	Eligibility	Collect Charges IAW ITO
Outpatient, direct care	Yes	NA
Inpatient, direct care	Yes	See Note 1
CHAMPUS	No	NA
Supplemental care	Yes	NA
Cooperative care	No	NA
Aeromedical evacuation	Yes	See Note 2
Dental care	Emergency basis	NA
USTF system	No	NA
Outpatient, emergency	Yes	NA
Inpatient, emergency	Yes	See Note 1
Immunizations	Yes	NA
Prosthetic devices	No	NA

Notes:

¹ For FMS IMS, charge the full reimbursable rate (FRR) for inpatient care. For IMET IMS, charge the IMET rate for inpatient care.

² See paragraph 10-128.

Table 10–3
DEPENDENTS OF NATO MILITARY/CIVILIAN UNDER FMS/IMET

Benefit	Eligibility	Collect Charges IAW ITO
Outpatient, direct care	Yes	NA
Inpatient, direct care	Yes	FRR
CHAMPUS	Outpatient only	NA
Supplemental care	No	NA
Cooperative care	Diagnostic tests only	NA
Aeromedical evacuation	Yes	See Note 1
Dental care	Emergency basis	NA
USTF system	No	NA
Outpatient, emergency	Yes	NA
Inpatient, emergency	Yes	FRR
Immunizations	Yes	NA
Prosthetic devices	No	NA

Notes:

See paragraph 10-128

Table 10-4
NON-NATO/AND ELIGIBLE PFP MILITARY/CIVILIAN UNDER IMET

Benefit	Eligibility	Collect Charges IAW ITO
Outpatient, direct care	Yes	IMET rate
Inpatient, direct care	Yes	IMET rate
CHAMPUS	No	NA
Supplemental care	Yes	IMET rate
Cooperative care	No	NA
Aeromedical evacuation	Yes	See Note 1
Dental care	Emergency basis	IMET rate
USTF system	No	NA
Outpatient, emergency	Yes	IMET rate
Inpatient, emergency	Yes	IMET rate
Immunizations	Yes	IMET rate
Prosthetic devices	No	NA

Notes:

See paragraph 10-128

Table 10-5
NON-NATO MILITARY/CIVILIAN UNDER FMS

Benefit	Eligibility	Collect Charges IAW ITO
Outpatient, direct care	Yes	FRR
Inpatient, direct care	Yes	FRR
CHAMPUS	No	NA
Supplemental care	Yes	FRR
Cooperative care	No	NA
Aeromedical evacuation	Yes	See Note 1
Dental care	Emergency basis	FRR
USTF system	No	NA
Outpatient, emergency	Yes	FRR
Inpatient, emergency	Yes	FRR
Immunizations	Yes	FRR
Prosthetic devices	No	NA

Notes:

See paragraph 10-128.

Table 10-6
DEPENDENTS OF NON-NATO MILITARY/CIVILIAN UNDER FMS/IMET

Benefit	Eligibility	Collect Charges IAW ITO
Outpatient, direct care	Yes	FRR
Inpatient, direct care	Yes	FRR
CHAMPUS	No	NA
Supplemental care	Yes	FRR
Cooperative care	No	NA
Aeromedical evacuation	Yes	See Note 1
Dental care	Emergency basis	FRR
USTF system	No	NA
Outpatient, emergency	Yes	FRR
Inpatient, emergency	Yes	FRR
Immunizations	Yes	FRR
Prosthetic devices	No	NA

Notes:

See paragraph 10-128.

Table 10-7
Department of the Navy training for which biographical data are required

Course	To be received by training activity
Orientation tours (OTs)	Not later than 45 days prior to visit
Postgraduate training	Attached to transcripts
Senior Foreign Officer	CoursesNot later than 30 days prior to convening date
Naval Command College	Not later than 30 days prior to reporting date
Marine Corps Command and Staff College	Not later than 30 days prior to reporting date
Marine Corps Amphibious Warfare School	Not later than 30 days prior to reporting date
Marine Corps Command and Control Systems Course	Not later than 30 days prior to reporting date

Table 10-8
When to Submit International Military Student Roster Report

Part	Frequency	Coverage
IA	Monthly	All IMSs currently in training, graduated, eliminated, or in a hold status during the monthly period
IIB	Monthly	
IIIA	Quarterly	All IMSs who graduated or were eliminated during the quarter
IVB	Quarterly	
VA	Annually	All IMSs who graduated or were eliminated during the fiscal year

Table 10-9
Status Change Codes--Air Force International Military Student Status Report

Code	Title or explanation
1	Entered into training
2	Graduated
3	Eliminated
4	Not in training status
5	Washed back in training*
6	Withdrawn from training
7	Advanced in training
8	Departed
9	Other
10	Arrived on base

Notes:

* For flying training include additional flying hours involved.

Table 10-10
Explanation codes-Air Force International Military Student Status Report

Code	Title or explanation
A	As shown in the SATP Standardized Training Listing (STL)
B	Differs from STL because (explain in remarks)
C	Course duration/start date adjusted (explain in remarks)
D	Deficiency
D1	Academic
D2	Language
D3	Medical
D4	Other (explain in remarks)
D5	Flying
E	En route to homeland
F	Faculty board actions
F1	Awaiting board action
F2	Board action completed
F3	Status change due to board action
F4	Other (explain in remarks)
G	Graduation date changed to (indicate in remarks)
H	Honor IMS or distinguished graduate
J	Familiarization training
K	Local commander advised

Table 10-10
Explanation codes-Air Force International Military Student Status Report—Continued

Code	Title or explanation
L	Liaison officer advised
M	SAO advised
N	No further training or visits scheduled
O	Other additional training or visits scheduled
P	Duty not involving flying (DNIF)

INTERNATIONAL MILITARY STUDENT INFORMATION				Form Approved OMB No. 0702-0064 Expires Dec 31, 2002	
<p>The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0702-0064), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.</p>					
1. NAME OF NATIVE COUNTRY UNITED KINGDOM		2. DATE PREPARED (YYYYMMDD) 2000/09/10		3. SCHEDULED DATE OF ARRIVAL IN U.S. (YYYYMMDD) 2000/11/01	
4. NAME OF STUDENT					
a. FULL NAME (In Roman letters in order normally used, with surname in capital letters. Provide accent for last name, or phonetic pronunciation, as appropriate.) Francis Marion CLAYTON					
b. NAME(S) BY WHICH INDIVIDUAL PREFERS TO BE ADDRESSED					
(1) IN OFFICIAL CORRESPONDENCE Colonel Francis CLAYTON			(2) ORALLY AT OFFICIAL GATHERINGS Colonel Clayton		
(3) FULL NAME IN NATIVE ALPHABET (Including Standard Telegraphic Code or other transcription code) Francis Marion CLAYTON			(4) VARIANTS, ALIASES OR NICKNAMES Frank		
5. RANK (Full official terms)				6. DATE OF RANK (YYYYMMDD) 1990/04/03	
a. ENGLISH LANGUAGE COLONEL		b. NATIVE LANGUAGE COLONEL			
7. POSITION/BILLET					
a. PRESENT POSITION (Position prior to U.S. training tour) BATTALION COMMANDER			b. MILITARY ADDRESS 104TH ARTILLERY LONDON, ENGLAND		
c. ANTICIPATED POSITION UPON RETURN TO NATIVE COUNTRY VICE CHIEF OF ARMY			d. SCHEDULED DATE OF DEPARTURE FROM U.S. (YYYYMMDD) 2001/06/06		
e. SCHEDULED U.S. SERVICE SCHOOL(S)			f. SCHEDULED COURSE(S)		
(1) ARMY WAR COLLEGE			(1) INTERNATIONAL FELLOWS PROGRAM		
(2)			(2)		
(3)			(3)		
(4)			(4)		
8. BRANCH OF MILITARY SERVICE (X one)			9. SPECIALTY/OTHER ORGANIZATIONS (Ministry of Defense, space programs, etc.) NA		
<input checked="" type="checkbox"/> ARMY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> NAVY <input type="checkbox"/> SPECIAL BRANCH (Specify)					
10. DATE OF BIRTH (YYYYMMDD) 1957/05/06		11. PLACE OF BIRTH (Town, State, Province, Country) LONDON ENGLAND		12. SEX (X one) <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
13. HOME ADDRESS 102 Bristol Road New Castle, England		14. TELEPHONE NUMBER (Include area code if applicable)		15. MARITAL STATUS (X one)	
		a. HOME 001-004-44450		b. WORK 001-004-46550	
				<input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> SINGLE	
16. CITIZENSHIP (Indicate country(ies)) UNITED KINGDOM		17. NATIONALITY ENGLISH		18. RELIGIOUS AFFILIATION (If any) CATHOLIC	
19. TITLES, HONORIFICS (Prince, Doctor, Pandit, etc.) NA		20. HIGH ORDER DECORATIONS (Native, U.S., other; explain) LEGION OF MERIT - UK DESERT CAMPAIGN - UK			
21. PHYSICAL DESCRIPTION					
a. HEIGHT (Inches) 74	b. WEIGHT (Pounds) 190	c. COLOR OF HAIR BROWN	d. COLOR OF EYES BLUE	e. FACIAL HAIR (X if applicable) <input type="checkbox"/> BEARD <input type="checkbox"/> MUSTACHE	

DD FORM 2339, DEC 1999

PREVIOUS EDITION IS OBSOLETE.

Figure 10-1. Sample of Completed DD Form 2239

22. MEMBERSHIP IN ORGANIZATIONS <i>(Professional, social, military, other. Enter inclusive dates of membership (YYYYMMDD).)</i> ROYAL KNIGHTS 1980/05/01 DRAW BRIDGE SOCIETY 1978/01/01		
23. PREFERENCES <i>(Food, drink, tobacco, entertainment, sports, hobbies, other special interests.)</i> BEEF POT PIE WINE MOVIES TENNIS GENEALOGY		
24. PUBLISHED WORKS BY OR ABOUT INDIVIDUAL <i>(Title of article or book; if article, name of publication in which appearing, date published (YYYYMMDD).)</i> DEFENSE OF THE DRAW BRIDGES 1980/04/09		
25. CIVILIAN EDUCATION <i>(University, college or highest level schools, locations, major courses, degrees, honors; inclusive dates (YYYYMMDD).)</i> CAMBRIDGE, ENGINEERING, MASTERS, 1978/07/07		
26. LANGUAGES <i>(Proficiency, dialects, degree of fluency, ability to act as translator/interpreter.)</i> GERMAN FAIR FAIR, FRENCH, FLUENT FLUENT		
27. INTERNATIONAL TRAINING/TRAVEL <i>(Countries, dates (YYYYMMDD), purpose.)</i> U.S., 1983/06/01, FORT LEONARDWOOD, MISSOURI, ENGINEER OFFICER ADVANCED COURSE AUSTRALIA 1996 - VACATION		
28. PHOTO SUBMITTED (X) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 29. DATE OF PHOTO, IF SUBMITTED (YYYYMMDD) 2000/01/01		
30. MILITARY SERVICE <i>(Chronologically, inclusive dates (YYYYMMDD) and location(s). Military schools, in-country and foreign; promotions (specify rank and dates - YYYYMMDD); foreign service; units served/positions held; retired/reserve status; involvement with programs/activities/key people. Use additional pages, if necessary.)</i> 1981/01/06 COMPANY COMMANDER 1985/06/06 AIDE-DE-CAMP CSA 1986/07/01 S-1, 3D ENGINEER GROUP 1988/08/10 XO, 3D ENGINEER BATTALION 1999/09/02 BATTALION COMMANDER, 104 ENGINEER		
31. DEPENDENCY DATA <i>(If accompanied)</i>		
a. FULL NAME OF SPOUSE MARY LOU "FLOWERS" CLAYTON		b. DATE OF BIRTH OF SPOUSE (YYYYMMDD) 1957/04/22
c. PLACE OF BIRTH OF SPOUSE <i>(Town, State, Province, Country)</i> LONDON, ENGLAND	d. CITIZENSHIP OF SPOUSE <i>(Indicate country(ies))</i> UNITED KINGDOM	e. NATIONALITY OF SPOUSE ENGLISH
f. CHILDREN <i>(If accompanied)</i>		
(1) NAME	(2) SEX	(3) DATE OF BIRTH (YYYYMMDD)
NONE		

DD FORM 2339 (BACK), DEC 1999

Figure 10-1. Sample of Completed DD Form 2239-Continued

General Instructions:

a. Print or type all entries.

b. Complete this form for all training courses, except for language, flight, observer, or programs where a different academic form is appropriate.

ITEM 1. Refer to the student's Invitational Travel Order (ITO) to determine the follow-on training installation or the proper address for the country SAO. Enter the proper address.

ITEM 2. Enter the training organization address.

ITEMS 3-9. Refer to the student's ITO for this information.

ITEM 10.

a. FROM: Enter the date the student reported for class.

b. TO: Enter the date the student graduates or disenrolled from class. If the student completed training earlier or later than programmed, explain the circumstances in Item 15.

ITEM 11. Self-explanatory.

ITEM 12. Self-explanatory.

ITEM 13. This item to be completed by first CONUS training installation only. Refer to student's ITO for information on student ECL test score in country. Mark N/A (not applicable) if ITO does not identify an in-country ECL score. Enter the CONUS ECL test score obtained as a result of CONUS training. If the ELC test is administered more than one time, enter the latest test score.

ITEM 14.A. Rating Scale Explanation. Use the following scale to rate the elements of the student performance in items 14.B. and 14.C.

a. EXCEPTIONAL. Student is one of the best; honor student; very proficient in skills and knowledge for which trained; highly motivated; high potential for more advanced training and assignments to positions of increased responsibility; English fluency of natives; takes part fully in class activities.

b. EXCELLENT. Student completed course with considerable ease; full proficiency in skills and knowledge for which trained; considerable potential for advanced training and selected assignments of increased responsibility; considerable English fluency; responds when called upon; volunteers frequently.

c. VERY SATISFACTORY. Student may have experienced occasional difficulty in course completion; considered proficient in skills and knowledge for which trained; can be expected to achieve full proficiency with more experience or training; motivated enough to exceed course requirements; exhibits potential for selected advanced training; assignment to positions of greater responsibility depends on local appraisal based on increased proficiency attained with experience; English fluency just enough to meet course requirements; responds when called upon; volunteers occasionally.

Figure 10-2. Preparation instructions for DD Form 2239

d. SATISFACTORY. Student performance is adequate, meeting only minimum course standards; experienced difficulty in completing course; minimal proficiency; requires job experience under close supervision to achieve desired proficiency; potential for more training and assignment to positions of greater responsibility depends on increased proficiency attained with experience; English fluency weak and a contributing factor to academic understanding; responds only when called upon.

e. UNSATISFACTORY. Student performs below desired standards; unable to meet minimum course standards; not recommended for more advanced training; very limited class participation; insufficient language proficiency.

f. NOT OBSERVED OR NOT APPLICABLE.

ITEM 14.B. Enter the student's English language proficiency using the rating scale provided in Item 14.A. Enter N/A if training was provided in a foreign language.

ITEM 14.C. Enter student's performance in class using the rating scale provided in Item 14.A.

ITEM 15. Remarks on Academic Performance, Awards, and Other Information. Use this block to provide explanation, when required, for Items 10, 11, 12, and 14. Also use to state student's overall performance, special abilities, and identify awards. Do not use letter or numerical grades. Awards should be explained, e.g., "Distinguished Graduate Award" for graduating at the top of a class for international students or for graduating in the top percent of a combined US/international class. List additional training the student may have completed at the installation learning center or in the civilian community.

ITEM 16. Participation in Extra-curricular and Community Affairs. Provide a general statement of the student's involvement in Information Program (IP) and other extra-curricular activities. Do not simply list IP trips or activities.

ITEM 17. Evaluator. The senior instructor, or course director, should evaluate the student and sign the academic report. The evaluator should be equal or higher grade to the IMS, if possible.

ITEM 18. International Military Student Officer. All academic reports for officer IMS should have at least one signature by a US officer of equal or higher grade to the IMS. If the senior instructor or course director does not meet this rank criteria, the IMSO (or other officer in the IMSO chain of command) of equal or higher rank should sign the report.

Figure 10-2. Preparation instructions for DD Form 2239—Continued

INTERNATIONAL STUDENT ACADEMIC REPORT <i>(For International Military Students attending CONUS schools.)</i> <i>(See AR 12-15, AFJ 16-105, and SECNAVINST 4950.4 for forms completion instructions.)</i>																											
1. FORWARDING ADDRESS <i>(Subsequent training, if applicable, or country SAO)</i> American Embassy, Bandara A TTN: Security Assistance Officer State Department Pouch Room Washington, DC 20521-4520			2. FROM <i>(Training installation preparing form)</i> Commander, USAJFKSWCS ATTN: AOJK-IMSO Fort Bragg, North Carolina 28307-5000																								
3. STUDENT NAME <i>(Last, First, Middle Initial)</i> FLOWERS, William		4. GRADE/RANK SFC	5. COUNTRY Bandara	6. FMS CASE OR IMET FY AND WCN IMET FY99 WSCN 1009																							
7. COURSE TITLE Special Forces Weapons		8. COURSE ID NO. 011-18B30	9. COURSE MASL B126629	10. DURATION OF COURSE <table style="width: 100%; border: none;"> <tr> <td style="border: none; padding: 2px;">a. FROM (YYMMDD)</td> <td style="border: none; padding: 2px;">b. TO (YYMMDD)</td> </tr> <tr> <td style="border: none; padding: 2px;">990808</td> <td style="border: none; padding: 2px;">000306</td> </tr> </table>		a. FROM (YYMMDD)	b. TO (YYMMDD)	990808	000306																		
a. FROM (YYMMDD)	b. TO (YYMMDD)																										
990808	000306																										
11. DID STUDENT COMPLETE COURSE? <i>(X one)</i> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <i>(Explain in Item 15)</i>		12. STUDENT WAS AWARDED: <i>(X one)</i> <input checked="" type="checkbox"/> a. DIPLOMA/CERTIFICATE OF COMPLETION <input type="checkbox"/> b. CERTIFICATE OF ATTENDANCE <input type="checkbox"/> c. OTHER <i>(Explain in Item 15)</i>		13. ENGLISH COMPREHENSION LEVEL <i>(Enter test score)</i> <table style="width: 100%; border: none;"> <tr> <td style="border: none; padding: 2px;">a. IN-COUNTRY TEST</td> <td style="border: none; padding: 2px;">b. CONUS TEST</td> </tr> <tr> <td style="border: none; padding: 2px;">74</td> <td style="border: none; padding: 2px;">70</td> </tr> </table>		a. IN-COUNTRY TEST	b. CONUS TEST	74	70																		
a. IN-COUNTRY TEST	b. CONUS TEST																										
74	70																										
14. STUDENT'S ACADEMIC EVALUATION																											
a. RATINGS SCALE <i>(Enter in Items 14.b. and 14.c.)</i> 1 EXCEPTIONAL 2 EXCELLENT 3 VERY SATISFACTORY 4 SATISFACTORY 5 UNSATISFACTORY <i>(Explain in Item 15)</i> 6 NOT OBSERVED <i>(Explain in Item 15)</i>		b. LANGUAGE PROFICIENCY <table style="width: 100%; border: none;"> <tr> <td style="border: none; padding: 2px;">(1) COMPREHENSION</td> <td style="border: none; padding: 2px; text-align: center;">2</td> </tr> <tr> <td style="border: none; padding: 2px;">(2) SPEAKING</td> <td style="border: none; padding: 2px; text-align: center;">1</td> </tr> <tr> <td style="border: none; padding: 2px;">(3) READING</td> <td style="border: none; padding: 2px; text-align: center;">1</td> </tr> <tr> <td style="border: none; padding: 2px;">(4) WRITING</td> <td style="border: none; padding: 2px; text-align: center;">2</td> </tr> </table>		(1) COMPREHENSION	2	(2) SPEAKING	1	(3) READING	1	(4) WRITING	2	c. PERFORMANCE IN CLASS <table style="width: 100%; border: none;"> <tr> <th style="border: none; padding: 2px;">ITEM</th> <th style="border: none; padding: 2px;">RATING</th> </tr> <tr> <td style="border: none; padding: 2px;">(1) ATTITUDE AND MOTIVATION</td> <td style="border: none; padding: 2px; text-align: center;">1</td> </tr> <tr> <td style="border: none; padding: 2px;">(2) ATTENDANCE AND PUNCTUALITY</td> <td style="border: none; padding: 2px; text-align: center;">1</td> </tr> <tr> <td style="border: none; padding: 2px;">(3) ABILITY TO GRASP INSTRUCTION</td> <td style="border: none; padding: 2px; text-align: center;">2</td> </tr> <tr> <td style="border: none; padding: 2px;">(4) PERFORMANCE IN PRACTICAL EXERCISES</td> <td style="border: none; padding: 2px; text-align: center;">1</td> </tr> <tr> <td style="border: none; padding: 2px;">(5) PARTICIPATION IN CLASS ACTIVITIES</td> <td style="border: none; padding: 2px; text-align: center;">1</td> </tr> <tr> <td style="border: none; padding: 2px;">(6) POTENTIAL AS INSTRUCTOR <i>(If applicable)</i></td> <td style="border: none; padding: 2px; text-align: center;">2</td> </tr> </table>		ITEM	RATING	(1) ATTITUDE AND MOTIVATION	1	(2) ATTENDANCE AND PUNCTUALITY	1	(3) ABILITY TO GRASP INSTRUCTION	2	(4) PERFORMANCE IN PRACTICAL EXERCISES	1	(5) PARTICIPATION IN CLASS ACTIVITIES	1	(6) POTENTIAL AS INSTRUCTOR <i>(If applicable)</i>	2
(1) COMPREHENSION	2																										
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(6) POTENTIAL AS INSTRUCTOR <i>(If applicable)</i>	2																										
15. REMARKS ON ACADEMIC PERFORMANCE, AWARDS, AND OTHER INFORMATION <i>(Use back if more space is required)</i> <p>Sergeant First Class Flowers participated and placed well during the Ironman Competition, a tough event run by Company D, Small Unit Tactics STX, displaying great expertise and abilities; live fire ranges; excellent Marksmanship was proven during the M-4/M-9 Qualification Ranges where he scored with both weapons systems. He was exceptionally willing and successful as a team worker with high professional standards.</p> <p>Sergeant First Class Flowers demonstrated a determination to perform to his full potential. He displayed a mental and physical strength that made positive impressions and projected a very positive image of himself. He is uniquely qualified, and became highly skilled in all phases of the training. His maximum drive in fulfilling the course standards and his performance under stressful situations was outstanding. With further training he could become an excellent instructor.</p> <p>During this 24-week period, Sergeant First Class Flowers received class instruction, participated in training exercises, and was tested (both physically and mentally) on the following subjects: Airborne Operations, Special Operations Command (Cont.)</p>																											
16. REMARKS ON STUDENT'S PARTICIPATION IN EXTRACURRICULAR AND COMMUNITY AFFAIRS <i>(On and off training installation)</i> <i>(Use back if more space is required)</i> <p>Sergeant First Class Flowers actively participated in all Informational Program (IP) Tours with the greatest of enthusiasm and interest. He attend an IP tour of Washington, DC, and Wilmington, North Carolina where he visited Fort Fisher, the North Carolina Aquarium, and the USS Carolina Battleship. He also participated in other IP events which displayed human rights and civilian control of our military system and well as our judicial process.</p> <p>Sergeant First Class Flowers assisted his civilian host in sponsoring a "rally" cookout before the field exercise for all the students in his class.</p> <p>He was also a member of the international student basketball club.</p>																											
17. EVALUATOR																											
a. NAME <i>(Last, First, Middle Initial)</i> OAKDEN, Enos A.		b. GRADE Major		c. SIGNATURE 																							
18. INTERNATIONAL MILITARY STUDENT OFFICER																											
a. NAME <i>(Last, First, Middle Initial)</i> ROSS, Sarah A.		b. GRADE GS-11		c. SIGNATURE 																							

DD FORM 2496, FEB 96

PREVIOUS EDITION IS OBSOLETE.

Figure 10-3. Sample of Completed DD Form 2496

General Instructions:

- a. Print or type all entries.
- b. Complete this form for all training courses, except for language, flight, observer, or programs where a different academic form is appropriate.

ITEM 1. Refer to the student's Invitational Travel Order (ITO) to determine the follow-on training installation or the proper address for the country SAO. Enter the proper address.

ITEM 2. Enter the training organization address.

ITEMS 3-9. Refer to the student's ITO for this information.

ITEM 10.

- a. FROM: Enter the date the student reported for class.
- b. TO: Enter the date the student graduates or disenrolled from class. If the student completed training earlier or later than programmed, explain the circumstances in Item 15.

ITEM 11. Self-explanatory.

ITEM 12. Self-explanatory.

ITEM 13. This item to be completed by first CONUS training installation only. Refer to student's ITO for information on student ECL test score in country. Mark N/A (not applicable) if ITO does not identify an in-country ECL score. Enter the CONUS ECL test score obtained as a result of CONUS training. If the ELC test is administered more than one time, enter the latest test score.

ITEM 14.A. Rating Scale Explanation. Use the following scale to rate the elements of the student performance in items 14.B. and 14.C.

a. EXCEPTIONAL. Student is one of the best; honor student; very proficient in skills and knowledge for which trained; highly motivated; high potential for more advanced training and assignments to positions of increased responsibility; English fluency of natives; takes part fully in class activities.

b. EXCELLENT. Student completed course with considerable ease; full proficiency in skills and knowledge for which trained; considerable potential for advanced training and selected assignments of increased responsibility; considerable English fluency; responds when called upon; volunteers frequently.

c. VERY SATISFACTORY. Student may have experienced occasional difficulty in course completion; considered proficient in skills and knowledge for which trained; can be expected to achieve full proficiency with more experience or training; motivated enough to exceed course requirements; exhibits potential for selected advanced training; assignment to positions of greater responsibility depends on local appraisal based on increased proficiency attained with experience; English fluency just enough to meet course requirements; responds when called upon; volunteers occasionally.

Figure 10-4. Instructions for preparing DD Form 2496, International Student Academic Report

d. SATISFACTORY. Student performance is adequate, meeting only minimum course standards; experienced difficulty in completing course; minimal proficiency; requires job experience under close supervision to achieve desired proficiency; potential for more training and assignment to positions of greater responsibility depends on increased proficiency attained with experience; English fluency weak and a contributing factor to academic understanding; responds only when called upon.

e. UNSATISFACTORY. Student performs below desired standards; unable to meet minimum course standards; not recommended for more advanced training; very limited class participation; insufficient language proficiency.

f. NOT OBSERVED OR NOT APPLICABLE.

ITEM 14.B. Enter the student's English language proficiency using the rating scale provided in Item 14.A. Enter N/A if training was provided in a foreign language.

ITEM 14.C. Enter student's performance in class using the rating scale provided in Item 14.A.

ITEM 15. Remarks on Academic Performance, Awards, and Other Information. Use this block to provide explanation, when required, for Items 10, 11, 12, and 14. Also use to state student's overall performance, special abilities, and identify awards. Do not use letter or numerical grades. Awards should be explained, e.g., "Distinguished Graduate Award" for graduating at the top of a class for international students or for graduating in the top percent of a combined US/international class. List additional training the student may have completed at the installation learning center or in the civilian community.

ITEM 16. Participation in Extra-curricular and Community Affairs. Provide a general statement of the student's involvement in Information Program (IP) and other extra-curricular activities. Do not simply list IP trips or activities.

ITEM 17. Evaluator. The senior instructor, or course director, should evaluate the student and sign the academic report. The evaluator should be equal or higher grade to the IMS, if possible.

ITEM 18. International Military Student Officer. All academic reports for officer IMS should have at least one signature by a US officer of equal or higher grade to the IMS. If the senior instructor or course director does not meet this rank criteria, the IMSO (or other officer in the IMSO chain of command) of equal or higher rank should sign the report.

Figure 10-4. Instructions for preparing DD Form 2496, International Student Academic Report-Continued

From: (Reporting activity)

To: NETSAFA/CGMCCDC/COGARD as appropriate
Functional Commander
(Follow-on training activity if appropriate)

Subj: Foreign Training Status Report, OPNAV 4950-13

1. Type.
2. Course ID Data.
 - (a) Title.
 - (b) MASL.
 - (c) CIN.
 - (d) CDP.
 - (e) Reporting date.
 - (f) Convening date.
 - (g) Completion/termination date.
3. Trainee ID data.
 - (a) Country.
 - (b) SCN.
 - (c) WCN.
 - (d) Name.
 - (e) ITO number/date.
 - (f) Rate/Rank.
 - (g) Program type and FY.
 - (h) Authorized calendar days of leave while enrolled in course (annual, sick, holiday, other).
4. For flight training only (hours flown, by FY, in aircraft/simulator type).
5. Travel data.
6. Living Allowance data.
7. Remarks.
8. Follow-on training information.

Figure 10-5. Navy format for foreign trinee status report message
